

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**Work Assignment Number
3-01☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Title of Work Assignment/SF Site Name

TSCA New and Existing Chemical

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate work assignment for the new period of performance that begins on April 18, 2018. Contractor shall provide a work plan within 30 days of receipt of the work assignment



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

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Phone Number: 202-564-8807

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

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Phone Number: 202-564-7726

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STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 3-1

TITLE: TSCA New and Existing Chemical Economic Support

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LEVEL OF EFFORT

This LOE for this work assignment is 10,910 hours.

PURPOSE

Prepare economic studies to support the chemicals management program under the Toxic Substances Control Act (TSCA) including market studies and workplan chemical support, actions under Section 4, 5, 6, 8, 12, 13, 14, 21,26 and Title VI of TSCA as well as certain work supporting activities relating to program chemicals (such as mercury), models, and infrastructure (such as test cost development and analysis), and actions under Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA). Some work will be short turnaround “quick start” tasks. This continues certain work from WA 2-1, but does not duplicate work.

BACKGROUND

OPPT’s Economic and Policy Analysis Branch (EPAB) provides chemical market information and other economic analyses to support OPPT decision making under TSCA, EPCRA, and other authorities affecting toxic chemicals. “Existing chemicals” are those that have been added to the TSCA Inventory because they are in commercial production. “New chemicals” are, by definition, chemicals not on the TSCA Inventory. This work assignment is meant to cover EPAB work necessary to support OPPT and other risk evaluation and management of new and existing chemicals.

In 2012, the Agency initiated an Existing Chemicals Management Program that is expected to review identified Work Plan chemicals. Review may consist of activities including problem formulation, risk assessment, and potentially risk management under various sections of TSCA. While OPPT has moved away from an Action Plan process, work may remain on chemicals identified in Action Plans produced in the past. EPAB support on activities related to these chemicals is expected to be similar to support provided on Work Plan Chemicals. As a follow on to the Work Plan Chemical review are related risk

management actions which may include SNURs, voluntary efforts, or Section 6 regulatory actions. Actions are underway related to Trichloroethylene, Paint Removers, and 1-Bromopropane. These actions may require intensive economics work building on the work plan information.

OPPT also has ongoing and/or anticipated activities that support the Existing Chemical program including SNURs, test rules, support for information collection requests, and other economic support. Additionally, OPPT may find additional chemicals, for instance through TSCA's petition process, on which risk management or related activities pertaining to Section 4, 5, 6, 8, 12 and/or 13 are necessary as well as work on program chemicals, such as mercury. EPAB is also responsible for developing specialized economic assessments or studies such as laboratory capacity analyses; investigation of costs associated with removing the SNUR article exemption; and the development of information or tools to support economic analysis, when a need arises.

Under TSCA Title VI, EPA must promulgate regulations that implement formaldehyde emission standards for composite wood products. EPA is in the process of developing a final rule to implement TSCA Title VI.

Under TSCA Section 5, companies must submit a Premanufacture Notice (PMN) or Microbial Commercial Activity Notice (MCAN) prior to commercial production of a "new chemical." For new chemicals, OPPT may require economic studies to support reviews of PMN and biotechnology submissions, and Production Volume Trigger (PVT) calculations to support TSCA Section 5(e) Consent Orders. Under TSCA Section 5(h)(4), a chemical may be exempt from full new chemicals reporting if EPA determines that the chemical or microorganism will not present an unreasonable risk. For microorganisms that qualify, a Tier I exemption provides for EPA notification 10 days before commercial production, and a Tier II exemption requires an abbreviated submission 45 days prior to commercial production. For new chemicals that have undergone relatively recent PMN review, OPPT may require studies to support Significant New Use Rules (SNURs), which are referred to as "*Batch SNURs*."

Under EPCRA Section 313 EPA has the authority to revise the reporting requirements for the Toxics Release Inventory (TRI) program, including the chemicals subject to reporting, the industries that must report, the reporting thresholds, and the data elements that are reported.

In preparation for all activities, EPAB may develop fact sheets and market studies that include basic market data or other similar materials. EPAB may also participate in the development of procedures and processes to evaluate chemicals. Furthermore, EPAB may provide other economic support for activities, including economic analyses, support for information collection requests, data gathering, data interpretation, and data/results presentation.

EPAB initiated a number of activities under the various tasks in work assignment 2-1 and this work assignment may be used to continue that work as well as initiate new work, however, no work shall be duplicated.

TASKS

Task 1. Work plan and monthly progress report.

(A) Submit a work plan describing tasks, approach, schedule, estimated direct labor hours by task and labor level, budget with costs broken down by line item; and proposed staff names, hours, and project

roles.

(B) Provide a table in the Monthly Progress Report with the information shown below:

Memo # and date	Date due	EPA technical Contact	Contractor lead staff	Topic	Hours		
					Allocated	Used this month	Cum used

Through technical direction, the WAM will identify topics to address, estimated hours for each topic, a deliverables due date, and background such as the names of EPA staff to contact for information.

(C) Some work may require access to TSCA Confidential Business Information. **The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.** This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2. Quality Assurance Project Plan.

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed (and in any case, at least once a year). For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

Task 3. Market Profiles and Substitutes Assessment.

Prepare reports characterizing chemical markets, industry sectors, and substitutes and revise the reports in response to WAM comments. The studies will typically be produced over a short period, although there may be some longer term reports focusing on particular uses or on particular market areas. Analyses may include both a comprehensive market analysis and an abbreviated summary to be used within the Agency's work plan for the chemical. EPA has initiated profiles for 10 chemicals and expects to continue work on them as well as initiate 10 additional chemicals. This task will continue, but not duplicate, that work.

To estimate work plan costs, assume EPA will continue work on ten market studies and continue minor work on ten studies already developed.

Task 4. Existing Chemical Significant New Use Rule (SNUR) Economic Analysis.

Prepare economic analyses for Significant New Use Rules for chemicals that have raised health or environmental concerns. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;

- (b) Prepare market data where needed -- typically, for SNURs covering older chemicals;
- (c) Estimate the costs and burden hours of performing health and environmental effects testing; and
- (d) Respond to EPA and public comments, and create revised reports.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

To estimate work plan costs, assume EPA will continue work on one SNUR analyses for final rules on chemicals still in production and with defined significant New Uses, and one economic analysis for a "dead chemical" SNUR.

Task 5. TSCA Section 4 Testing Order Economic Analysis.

Prepare economic analyses to support rule making under TSCA Section 4 requiring submission of testing data. The contractor may be required to perform the following:

- (a) Prepare economic analysis of the costs and benefits of the rule;
- (b) Estimate costs and burden for required testing under TSCA Section 4; and
- (c) Respond to EPA and public comments, and create revised reports.

To estimate workplan costs, assume there will be one Section 4 analysis required for this WA.

Task 6. e-Reporting Rule Economic Analysis.

Prepare economic analyses to support risk prioritization and risk management actions rule makings addressing electronic reporting under TSCA.

To estimate work plan costs, assume there will be no analyses for proposed e-reporting rules required for this WA.

Task 7. TSCA Section 6 related Economic Analysis.

Prepare economic analyses to support risk prioritization , further risk evaluation (beyond market studies in task 3) and risk management actions under TSCA Section 6.

To estimate work plan costs, assume there will be basic data collection for 10 chemicals for prioritization and work on three sets of chemicals for risk evaluation and management (this is in addition to work under task 3) for this WA.

Task 8. TSCA Section 8 Rule Development and Support.

Prepare economic analyses to support rule making under TSCA Section 8.

To estimate work plan costs, assume there will be work on one Section 8(a) rule analysis related to the Mercury reporting rule..

Task 9. Support for ICR Development and Renewal.

Prepare economic analyses to support Information Collection Requests (ICRs).

To estimate work plan costs, assume there will be one ICR renewal under this WA.

Task 10. Other Economic Support for Existing Chemical Work including Section 21, 14, 26.

Prepare and/or analyze economic information to support existing chemical work, including preparation of presentations, analysis of economic information related to TSCA Section 21 petitions, work on new TSCA rules, and other activities.

To estimate work plan costs assume development of market information to support one Section 21 petition, continued work on TSCA CBI requirements, and finalizing the TSCA User fee rule.

Task 11. Provide other support for program chemicals.

Work could include economic support on chemicals such as mercury, such as characterizing chemical markets and assessing economic issues related to environmental protection from mercury.

To estimate work plan costs, assume a minor report will be prepared on one program chemical under this WA.

Task 12. TSCA Title VI final rule Economic Analysis.

The contractor shall answer questions from the WAM about the data, assumptions, and modeling used in the existing draft of the economic analysis for the final rule. The contractor shall revise the draft economic analysis in order to incorporate changes to the data, assumptions, sensitivity analyses, or other analytical issues identified by the WAM. The WAM will provide any new exposure analyses or other new studies prepared by EPA that are needed as inputs to the economic analyses to be prepared under this task. In addition to revising the economic analyses, the contractor shall revise the estimates of the paperwork burden associated with these requirements for the Information Collection Request supporting statement.

To estimate work plan costs, assume no work under this task.

Task 13. Support for models, tools, infrastructure, and special studies.

Prepare materials related to model development, use of models, various infrastructure materials such as test cost spreadsheets and databases and tracking systems, and special studies such as laboratory capacity studies.

To estimate the work plan costs, assume there will be minor updates to EPAB's market profile guidance document.

Task 14. New Chemicals economic support.

Prepare and/or analyze economic information to support new chemical work, including new chemical SNUR Economic Analysis; Biotech Exemption Rule economic analysis; and other new chemical economic support for PMNs, PVTs, and MCANs.

New Chemical Significant New Use Rule (SNUR) Economic Analysis: Prepare economic analyses for Significant New Use Rules for new chemicals that have raised health or environmental concerns. SNURs may be promulgated through an expedited rulemaking that covers several dozen chemicals that are relatively new and were the subject of PMNs. The contractor may be required to perform the following steps:

- (a) Prepare SNUR Economic Analyses. If a similar prior SNUR economic analysis exists, use it as a starting point, revising as needed to reflect the new requirements and updated unit costs;
- (b) Estimate the costs and burden hours of performing health and environmental effects testing;
- (c) Compare and analyze methods and data used in various SNUR EAs and other EPAB reports, such as the related Information Collection Requests (ICRs); and
- (d) Develop other new information, “how-to” guides, and other tools and methodologies for preparing SNUR EAs.

The SNUR chemicals and report due dates will be identified by the WAM through technical direction.

Biotech Exemption Rule: Prepare economic reports in support of rulemakings under TSCA 5(h)(4) to list specified intergeneric microorganisms as candidates for exemption from full new chemicals reporting under the Tier I and Tier II exemption regulations described in “Microbial Products of Biotechnology; Final Regulation Under the Toxic Substances Control Act; Final Rule,” Federal Register, April 11, 1997, Volume 62, pages 17910+.

Other New Chemicals support: Support preparation of economic reviews for MCANs, PMNs, and other new chemicals submissions. Support preparation of PVTs for TSCA Section 5(e) Consent Orders. The specific MCANs, PMNs, and PVT tests will be identified by the WAM through technical direction.

To estimate the work plan costs, assume one MCAN, three PMN SNUR economic analyses covering 25 chemicals each.

Task 15. TRI Rule Analyses.

Prepare economic analyses to support rule making activities related to the TRI program under EPCRA Section 313.

To estimate the work plan costs, assume one TRI listing petition and one delisting petition..

Task 16. Project Completion.

The contractor shall submit copies of relevant background information, data and analyses used in the model development and report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversations notes, correspondence, company product literature, electronic copies of final reports in MS Word, and electronic copies of spreadsheets, databases, and programs created under this work assignment. At the conclusion of this work assignment, the contractor shall give to EPA all books and reports purchased under this work assignment.

SCHEDULE OF DELIVERABLES

Task # & Deliverable	Due date
Task 1: Work plan	15 days after WA receipt
Task 2: QAPP	15 days after WA receipt or no later than one year after the approval of the previous QAPP, whichever is later
Task 3: Market Studies	Six weeks from receipt of technical direction unless otherwise specified in technical direction but no later than 4/17/2019
Task 4: SNUR economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 5: Test rule economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 6: e-Reporting rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 7: TSCA §6 economic analysis	Six weeks from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 8: TSCA §8 economic analysis	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 9: ICR Support	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 10: Other economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2019
Task 11: Provide other support for program chemicals	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2018
Task 12: TSCA Title VI economic analysis	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2019
Task 13: Support for models, tools, infrastructure, and special studies.	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2019

Task 14: New chemicals economic support	Two weeks from receipt of technical direction, unless otherwise specified in Technical Direction, but no later than 4/17/2019
Task 15: TRI rule analyses	One month from receipt of technical direction unless otherwise specified in technical direction, but no later than 4/17/2019
Task 16: Project completion	No later than 4/17/2019, or as otherwise specified in Technical Direction. It is expected that reference materials supporting any particular task will be due no later than the conclusion of that task

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-02

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Green Chemistry

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate work assignment for Green Chemistry on EPW16009. The Contractor shall submit work plan within 30 day of receipt of this work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Bethany Drake

Branch/Mail Code:

Phone Number: 202-564-0000

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

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Phone Number:

(Signature)

(Date)

Contracting Official Name Genine McElroy

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FAX Number:

(Signature)

(Date)

STATEMENT OF WORK
EP-W-16-009
Work Assignment Number: #3-02

TITLE: Green Chemistry

Contracting Officer Representative: Bethany Drake, Physical Scientist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 564-8803; Fax: (202) 564-8679 Email: drake.bethany@epa.gov	Alternate COR: Robert (RJ) Meyers, Physical Scientist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 343-9923; Fax: (202) 564-8679 Email: Meyers.Robert@epa.gov
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US Mail: U.S. EPA (7406M), 1200 Pennsylvania Ave., NW, Washington, DC 20460

Courier: EPA East Rm. 5133, 1201 Constitution Ave., NW Washington, DC 20004

Purpose and Background

Contractual support is required for the annual Green Chemistry Challenge Program and for the broader Green Chemistry Program. Activities include outreach, data work, and website work.

Green Chemistry includes the design, manufacture, and use of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The goal of EPA's Green Chemistry Program is to foster the research, development, and implementation of innovative chemical technologies that accomplish pollution prevention in a scientifically sound, cost-effective manner.

The present work assignment continues efforts started in 1997, most recently under 7-03. During this assignment, the Contractor shall not duplicate any work performed under previous work assignments or contracts.

LOE Hours Limitation:

The approximate LOE for this WA is **1,200 hours**. However, the contractor shall not use more than **1,200 hours** except as authorized by the Contracting Officer Representative (COR) through written technical direction. The COR may fax or email this technical direction.

The tasks below describe the work required to complete the project. However, the hours initially approved on this WA may be insufficient to complete all of the tasks. More hours may be added later through WA amendments. In preparing the workplan, please allow adequate hours for the first phase of work and note in the workplan where more hours would be needed to complete a task.

Quality Assurance (QA) and Data Requirements:

A Quality Assurance Project Plan (QAPP) that meets ANSI standard E4-2014 is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

Requirements with Respect to Data

The Rights in Data – Special Works Clause, 52.227-17, applies to this work assignment for both technical data and software rights.

TASKS:

Task 1 – Prepare Workplan

The Contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The work assignment contracting officer's representative (WA COR), the Contracting Officer Representative (COR), and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. Official revisions will be given to the contractor by the Contracting Officer. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

The EPA is currently storing outreach publications, booth panels, and other materials at its facilities. The workplan shall include a brief list of items currently stored at EPA that are necessary for the Contractor to execute the workplan and which should be transferred to Contractor facilities.

Task 2 – Green Chemistry Events and Marketing

The Contractor shall provide support to EPA's efforts to participate in, develop materials for, and conduct green chemistry events. In all tasks, the Contractor personnel shall introduce themselves as representing their own firm under contract to EPA. Specifically, the Contractor

shall be responsible for the following activities:

- a. The Contractor shall send the booth and materials and shall staff the booth at the American Chemical Society (ACS) national meeting in August 2018 in Boston, MA and the ACS Green Chemistry and Engineering Conference in June 2018 in Portland, OR. The COR may identify additional conferences for which the Contractor shall make rental reservations or to which the Contractor is to send and staff the booth. For purposes of the work plan, the Contractor may assume that ACS national meetings will require two staff members and any other meetings will require one staff member. The Contractor shall assume that the COR will identify two to four other conferences that require travel as well as staffing by one person.
- b. The Contractor shall make rental reservations and payments for booth space at designated conferences. The Contractor shall arrange for the transport of the green chemistry challenge booth, artwork case containing updated panels for the booth, informational materials, samples of Award-winning products, and other needed supplies and equipment to event sites. The Contractor shall store all of these items between green chemistry events. Should the artwork case be damaged or lost during shipping, use, or storage, the Contractor shall arrange for repairs or replacement at its expense. The case is the property of the Contractor. The Contractor shall send materials to participants in green chemistry events and the green chemistry program in general.
- c. The Contractor shall, when requested by the WA COR, provide assistance to promote the Green Chemistry Program, including the Green Chemistry Challenge, to members of industry, academia, and perhaps the general public. The goals are to increase the visibility of the program and increase the number of quality nominations for the Green Chemistry Challenge Awards.

Task 3 – Support for 2019 Green Chemistry Challenge Awards Programs

The Contractor shall perform the below tasks in support of the 2019 Green Chemistry Challenge Awards Program. EPA anticipates presenting the 2019 Awards in June 2019, in conjunction with the Green Chemistry and Engineering Conference in Reston, VA. EPA plans to receive nominations for the 2019 Awards in December 2018 and anticipates presenting the awards in June 2019.

- a. The Contractor shall compile and maintain tracking information from the award nominations in a database that EPA uses to provide information for judges and to mail letters to submitters of nominations. The Contractor shall attend meetings at EPA to gather information for the tracking database during EPA's weekly nomination discussion meetings in January 2019. If requested by the COR, the Contractor shall expand the database to contain additional fields and records pertaining to the Green Chemistry Program.
- b. The Contractor shall assist EPA in vetting proposed winners for the Challenge by performing searches of enforcement databases.

- c. The Contractor shall, upon request from the COR, make any necessary updates or changes to the electronic RSVP system it developed previously.
- d. The Contractor shall provide technical conference services for the Green Chemistry Challenge Awards ceremony to the extent that they are required by EPA. Conference services may include: preparing information packages for winners and other participants and providing summaries and other logistical information from past events.

Conference services exclude services such as arranging for lodging and transportation to and from the event; assisting EPA with reserving a facility; acquiring or otherwise assisting EPA with purchase requests for supplies and material; and assisting EPA in securing key participants

- e. The Contractor shall provide one or more replacement booth panels, if needed, to keep the information current. The Contractor may assume that two booth panels will be required during this work assignment.
- f. The Contractor shall produce outreach documents and other items to support Green Chemistry Challenge program activities. These documents may include short, simplified summaries and lengthier descriptions of the Green Chemistry Challenge Program as well as technical information associated with the program. They may also include graphic designs. These documents shall be prepared in a manner compatible with the appropriate statutory requirements, executive orders, and EPA guidelines. The Contractor shall edit and format the documents. The Contractor shall deliver the documents to the COR in electronic files (or other formats if requested by the COR). Documents may include, but are not be limited to, Presidential Green Chemistry Awards Ceremony documents (e.g., program covers, certificates, and summaries of winning technologies), informational brochures and fact sheets, posters, and summaries of green chemistry technologies and the Green Chemistry Program. The Contractor shall revise draft documents to incorporate the COR's comments.
- g. The Contractor shall assume, for purposes of the workplan, that it will prepare or complete preparing the following documents: the 2019 nomination package (pub. date: June 2018 or earlier), the 2019 Summary Document (pub. date: June 2019), and the 1996-2019 Winners Brochure (pub. date: June 2019).
- h. The Contractor shall host photo galleries of previous Challenge Award Ceremonies and winners (including the 2019 ceremony) on its website.

Task 4 – Website

The Contractor shall assist the WA COR by developing and maintaining the One EPA Green Chemistry Program internet site in Drupal. The Contractor shall add features in areas of green chemistry to increase the usefulness of the site to the public. One such feature is a web-based

database of nominated and award-winning technologies. The technical information needed for this task will be provided by the WA COR working with the Editor in Chief for the OneEPA site.

The Contractor shall work with EPA staff or contractors in charge of EPA's internet site, as directed by the WA COR, so that the Contractor's services will complement, not duplicate, any provided by others. The site for the Green Chemistry Program shall conform to all appropriate statutory requirements, executive orders, and EPA guidelines. Deliverables shall comply with Section 508, where applicable.

Task 5 –Databases and Metrics for Presidential Green Chemistry Challenge Nominations

The Contractor shall continue to design and develop a web-based database of nominated technologies that might replace some of EPA's current green chemistry tools. The COR may also request that the Contractor export, compile, and QC data from existing databases. The Contractor may assume that this project will be part of the initial 1,200 hours allowed for this work assignment.

The Contractor shall follow technical direction from the WA COR to extract metrics and other critical data from nominations and enter them into the "matrix" (database) of information from Presidential Green Chemistry Challenge Award nominations. The Contractor shall notify the WA COR weekly by email, including the names of the nominations for which the Contractor entered data into the matrix and any questions or difficulties with specific nominations or with the data entry process in general. If requested by the COR, the Contractor shall extract data from the matrix database. An example would be to identify all nominations related to a particular industry or technology. The Contractor shall assume that work in this paragraph will be part of the initial 1,200 hours.

Task 6 – Project Completion

The Contractor shall submit copies of relevant background information, data and analyses used in report preparation, including Green Chemistry Challenge nominations, referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, electronic copies of final reports in Microsoft Word or other format, as requested by the COR, and electronic copies of spreadsheets, databases, graphics, and programs created under this work assignment. At the conclusion of this work assignment, the Contractor shall give to EPA all books, journals, periodicals, and reports purchased under this work assignment. Upon request of the Work Assignment Manager, the Contractor shall return all government-furnished property to EPA.

DELIVERABLES:

The Contractor shall meet the following schedule (except as modified by technical directives):

Task/Deliverable	Due Date
1. Workplan	15 days after WA received
List of contractor-stored materials	15 days after WA received
2. Events: booth reservations and attendance	As required by event sponsors
Transport of booth/materials to and from conference site	In time for set-up and break-down as specified for each conference
Mailings of documents	2 weeks after request
3. Nominations database	1 week after receipt of final information for the database
Search for vetting winners	2 weeks after WA COR request
Revisions to RSVP system	1 week after request
Replacement booth panels	1 week before winner announcement
Outreach support documents (draft)	10 days after request
Outreach support documents (final)	1 week after comments
4. Website	
Revisions and updates	2 days after request
New features including database	1 week after request
5. Databases and Metrics	
Database development	1 month after request
Metrics entries	1 month after request
Notify WA COR of completed entries	Weekly
Spreadsheet showing data entered	Within three days of request
Copy of matrix database	Within three days of request
6. Documentation	September 30, 2019

Work Assignment Form (WebForms v1.0)

STATEMENT OF WORK
EP-W-16-009
Work Assignment Number: #3-02
Revision 1

TITLE: Green Chemistry

WORK ASSIGNMENT MANAGER: Bethany Masten, Physical Scientist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 564-8803; Fax: (202) 564-8679 Email: masten.bethany@epa.gov	ALTERNATE WAM Robert (RJ) Meyers, Physical Scientist Industrial Chemistry Branch Chemistry, Economics, and Sustainable Strategies Division Tel: (202) 343-9923; Fax: (202) 564-8679 Email: Meyers.Robert@epa.gov
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US Mail: U.S. EPA (7406M), 1200 Pennsylvania Ave., NW, Washington, DC 20460

Courier: EPA East Rm. 5133, 1201 Constitution Ave., NW Washington, DC 20004

Purpose and Background

Contractual support is required for the annual Green Chemistry Challenge Program and for the broader Green Chemistry Program. Activities include outreach, data work, and website work.

Green Chemistry includes the design, manufacture, and use of chemical products and processes that reduce or eliminate the use or generation of hazardous substances. The goal of EPA's Green Chemistry Program is to foster the research, development, and implementation of innovative chemical technologies that accomplish pollution prevention in a scientifically sound, cost-effective manner.

The present work assignment continues efforts started in 1997, most recently under 7-03. During this assignment, the Contractor shall not duplicate any work performed under previous work assignments or contracts.

LOE Hours Limitation:

The total LOE limit for this WA is **1,200 hours**. However, the contractor shall not use more than **1,200 hours** except as authorized by the Project Officer (PO COR) through written technical direction. The PO may fax or email this technical direction.

The tasks below describe the work required to complete the project. However, the hours initially approved on this WA may be insufficient to complete all of the tasks. More hours may be added later through WA amendments. In preparing the workplan, please allow adequate hours for the first phase of work and note in the workplan where more hours would be needed to complete a task.

Quality Assurance (QA) and Data Requirements:

A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Requirements with Respect to Data

The Rights in Data – Special Works Clause, 52.227-17, applies to this work assignment for both technical data and software rights.

TASKS:

Task 1 – Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer (CO). The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The work assignment contracting officer's representative (WA COR), the project officer (PO), and the CO will review the workplan. However, only the CO can approve/disapprove, suggest revisions, or change the workplan. Official revisions will be given to the contractor by the Contracting Officer. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

The EPA is currently storing outreach publications, booth panels, and other materials at its facilities. The workplan shall include a brief list of items currently stored at EPA that are necessary for the Contractor to execute the workplan and which should be transferred to Contractor facilities.

Task 2 – Prepare a Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

Task 3 – Green Chemistry Events and Marketing

The Contractor shall provide support to EPA's efforts to participate in, develop materials for, and conduct green chemistry events. In all tasks, the Contractor personnel shall introduce themselves as representing their own firm under contract to EPA. Specifically, the Contractor shall be responsible for the following activities:

- a. The Contractor shall send the booth and materials and shall staff the booth at the American Chemical Society (ACS) national meeting in August 2018 in Boston, MA and the ACS Green Chemistry and Engineering Conference in June 2018 in Portland, OR. The WAM may identify additional conferences for which the Contractor shall make rental reservations or to which the Contractor is to send and staff the booth. For purposes of the work plan, the Contractor may assume that ACS national meetings will require two staff members and any other meetings will require one staff member. The Contractor shall assume that the WAM will identify two to four other conferences that require travel as well as staffing by one person.
- b. The Contractor shall make rental reservations and payments for booth space at designated conferences. The Contractor shall arrange for the transport of the green chemistry challenge booth, artwork case containing updated panels for the booth, informational materials, samples of Award-winning products, and other needed supplies and equipment to event sites. The Contractor shall store all of these items between green chemistry events. Should the artwork case be damaged or lost during shipping, use, or storage, the Contractor shall arrange for repairs or replacement at its expense. The case is the property of the Contractor. The Contractor shall send materials to participants in green chemistry events and the green chemistry program in general.
- c. When requested by the WA COR, the contractor shall provide assistance to promote the Green Chemistry Program, including the Green Chemistry Challenge, to members of industry, academia, and perhaps the general public. The goals are to increase the visibility of the program and increase the number of quality nominations for the Green Chemistry Challenge Awards.

Task 4 – Support for 2019 Green Chemistry Challenge Awards Programs

EPA anticipates presenting the 2019 Awards in June 2019, in conjunction with the Green Chemistry and Engineering Conference in Reston, VA. EPA plans to receive nominations for the 2019 Awards in December 2018 and anticipates presenting the awards in June 2019. The Contractor shall perform the following tasks:

- a. The Contractor shall compile and maintain tracking information from the award nominations

in a database that EPA uses to provide information for judges and to mail letters to submitters of nominations. The Contractor shall attend meetings at EPA to gather information for the tracking database during EPA's weekly nomination discussion meetings in January 2019. If requested by the WAM, the Contractor shall expand the database to contain additional fields and records pertaining to the Green Chemistry Program.

- b. The Contractor shall assist EPA in vetting proposed winners for the Challenge by performing searches of enforcement databases.
- c. If requested by the WAM, the Contractor shall make any necessary updates or changes to the electronic RSVP system it developed previously.
- d. The Contractor shall provide technical conference services for the Green Chemistry Challenge Awards ceremony to the extent that they are required by EPA. Conference services may include: preparing information packages for winners and other participants and providing summaries and other logistical information from past events.

Conference services exclude services such as arranging for lodging and transportation to and from the event; assisting EPA with reserving a facility; acquiring or otherwise assisting EPA with purchase requests for supplies and material; and assisting EPA in securing key participants

- e. The Contractor shall provide one or more replacement booth panels, if needed, to keep the information current. The Contractor may assume that two booth panels will be required during this work assignment.
- f. The Contractor shall produce outreach documents and other items to support Green Chemistry Challenge program activities. These documents may include short, simplified summaries and lengthier descriptions of the Green Chemistry Challenge Program as well as technical information associated with the program. They may also include graphic designs. These documents shall be prepared in a manner compatible with the appropriate statutory requirements, executive orders, and EPA guidelines. The Contractor shall edit and format the documents. The Contractor shall deliver the documents to the WAM in electronic files (or other formats if requested by the WAM). Documents may include, but are not be limited to, Presidential Green Chemistry Awards Ceremony documents (e.g., program covers, certificates, and summaries of winning technologies), informational brochures and fact sheets, posters, and summaries of green chemistry technologies and the Green Chemistry Program. The Contractor shall revise draft documents to incorporate the WAM's comments.
- g. For purposes of the workplan, the Contractor shall assume that it will prepare or complete preparing the following documents: the 2019 nomination package (pub. date: June 2018 or earlier), the 2019 Summary Document (pub. date: June 2019), and the 1996-2019 Winners Brochure (pub. date: June 2019).

- h. The Contractor shall host photo galleries of previous Challenge Award Ceremonies and winners (including the 2019 ceremony) on its website.

Task 5 – Website

The Contractor shall assist the WA COR by developing and maintaining the One EPA Green Chemistry Program internet site in Drupal. The Contractor shall add features in areas of green chemistry to increase the usefulness of the site to the public. One such feature is a web-based database of nominated and award-winning technologies. The technical information needed for this task will be provided by the WA COR working with the Editor in Chief for the OneEPA site.

The site for the Green Chemistry Program shall conform to all appropriate statutory requirements, executive orders, and EPA guidelines. Deliverables shall comply with Section 508, where applicable. As directed by the WA COR, the Contractor shall work with EPA staff or contractors in charge of EPA's internet site, so that the Contractor's services will complement, not duplicate, any provided by others.

Task 6 –Databases and Metrics for Presidential Green Chemistry Challenge Nominations

The Contractor shall continue to design and develop a web-based database of nominated technologies that might replace some of EPA's current green chemistry tools. The WAM may also request that the Contractor export, compile, and QC data from existing databases. The Contractor may assume that this project will be part of the initial 1,200 hours allowed for this work assignment.

Following technical direction from the WA COR, the Contractor shall extract metrics and other critical data from nominations and enter them into the "matrix" (database) of information from Presidential Green Chemistry Challenge Award nominations. The Contractor shall notify the WA COR weekly by email, including the names of the nominations for which the Contractor entered data into the matrix and any questions or difficulties with specific nominations or with the data entry process in general. If requested by the WAM, the Contractor shall extract data from the matrix database. An example would be to identify all nominations related to a particular industry or technology. The Contractor shall assume that work in this paragraph will be part of the initial 1,200 hours.

Task 7 – Project Completion

The Contractor shall submit copies of relevant background information, data and analyses used in report preparation, including Green Chemistry Challenge nominations, referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, electronic copies of final reports in Microsoft Word or other format, as requested by the WAM, and electronic copies of spreadsheets, databases, graphics, and programs created under this work assignment. At the

conclusion of this work assignment, the Contractor shall give to EPA all books, journals, periodicals, and reports purchased under this work assignment. Upon request of the Work Assignment Manager, the Contractor shall return all government-furnished property to EPA.

DELIVERABLES:

The Contractor shall meet the following schedule (except as modified by technical directives):

Task/Deliverable	Due Date
1. Workplan	15 days after WA received
List of contractor-stored materials	15 days after WA received
2. Revised QA Project Plan	Prior to beginning environmental data operations
3. Events: booth reservations and attendance	As required by event sponsors
Transport of booth/materials to and from conference site	In time for set-up and break-down as specified for each conference
Mailings of documents	2 weeks after request
4. Nominations database	1 week after receipt of final information for the database
Search for vetting winners	2 weeks after WA COR request
Revisions to RSVP system	1 week after request
Replacement booth panels	1 week before winner announcement
Outreach support documents (draft)	10 days after request
Outreach support documents (final)	1 week after comments
5. Website	
Revisions and updates	2 days after request
New features including database	1 week after request
6. Databases and Metrics	
Database development	1 month after request
Metrics entries	1 month after request
Notify WA COR of completed entries	Weekly
Spreadsheet showing data entered	Within three days of request
Copy of matrix database	Within three days of request
7. Documentation	September 30, 2019

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-03

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Base Option Period Number 2

Title of Work Assignment/SF Site Name

DfE Safer Choice Outreach

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate work assignment for period of performance that begins on April 18, 2018. Contractor shall provide a work plan within 30 day of receipt of the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Bridget Williams

Branch/Mail Code:

Phone Number: 202-564-8558

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: Safer Choice Program Outreach, Alternatives Assessments, New Product Sectors, and OECD Workgroup Support

Contract No.: SOL-DC-13-00023

Work Assignment Number: 3-03

Period of Performance: 4/18/2018 to 4/17/2019

Estimated Level of Effort: 3950 hours

Project Officer: Cynthia Bowie 202/564-7726

Work Assignment Manager (WAM): Bridget Williams 202/564-8558

Alternate Work Assignment Manager (Alt WAM): Linda Rutsch 202/343-9924

Background and Purpose:

EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to DfE and Safer Choice Program Outreach.

The Safer Choice Program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the DfE website at www.epa.gov/saferchoice.

DfE and Safer Choice Program Outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of safer products. This work will involve:

- Developing outreach strategies, materials, and market/consumer testing;
- Implementing and coordinating outreach strategies with internal and external stakeholders;
- Providing logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
- Providing logistical support for stakeholder meetings;
- Responding to program inquiries; and
- Tracking outreach activities.

In addition to the Safer Choice Program Outreach activities, this work assignment also supports scoping activities for new Safer Choice product sectors, DfE's involvement in risk management activities, including Alternatives Assessments and Life-Cycle Assessments, for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

The schedule and tasks are described below.

Tasks 2-8 provide a description of this project, specific deliverables and their schedule. The contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that

involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 - DfE & Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's DfE program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, DfE relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice Partners have earned the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, DfE created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice Program has already evaluated and identified as safer.

The Safer Choice Program has recognized thousands of safer products and hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1: General Outreach for DfE and the Safer Choice Program

The contractor shall prepare outreach materials for the Safer Choice Program, under direction from the WAM including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshows materials, graphics, and materials relating to existing/new product sectors;

The contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up

documents.

Task 3.2: Safer Choice Market and Consumer Testing

The contractor shall develop market/consumer testing; Changes to the approach may be directed by the WAM.

As directed by the WAM, The contractor shall support compilation of information and communications for existing chemicals work that is related to OPPT efforts on Workplan chemicals, Action plan chemicals, Safer Choice labeling, or the intersection of these and(or) other OPPT activities in which DfE is engaged.

Task 4: Safer Choice Awards Programs / DfE Initiatives & Events [Contract SOW, Task 2]

The contractor shall provide logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2016. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5: Safer Choice Website Support [Contract SOW, Task 3.3]

The contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

Task 6: Support Alternatives Assessments and TSCA Activities [Contract SOW, Tasks 1.2, 1.3, and 2.1]

Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

- Research background information on substitutes and uses;
- Provide information to support options and scoping of assessments;
- Draft chapters for the reports;
- Develop responses to comments after public comment period; and
- Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 6.1 -- Support Activities for TSCA Activities

The Contractor shall support activities related to implementation of TSCA (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca>), including problem formulation and risk management approaches. EPA may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain candidate priority chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with EPA staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, support stakeholder meetings, and prepare brief reports projects, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 6.2 – Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The Contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 7: Conduct Scoping for New Safer Choice Product Categories [Contract SOW, Task 2.1]

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The Contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific product type and associated functional uses for the Safer Choice

program. The Contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and 'do-it-yourself' craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals
[Contract SOW, Task 2.1]

The Contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintaining the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup already approved at the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations, and reports related to alternatives assessments and substitution methods and practices. The Contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 9: Provide Documentation [Contract SOW, Task 2.1]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Deliverables and schedule under Tasks 3 - 8

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 3: Outreach for DfE and the Safer Choice Program			
Task 3.1:	<p>Materials for Safer Choice Outreach</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WAM approval</p> <p>Draft : per direction from WAM</p> <p>Final: per direction from WAM</p>

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WAM
Task 4: Safer Choice Awards Programs / DfE Initiatives & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WAM	As directed by WAM
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WAM	As directed by WAM

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 6: Support the DfE Alternatives Assessment Program and TSCA Activities			
Task 6.1: Support for TSCA Activities	<ul style="list-style-type: none"> Develop information summaries for relevant candidate priority chemicals Support TSCA implementation activities, including stakeholder engagement, communications, and meetings 	To be determined	As directed by WAM
Task 6.2: DfE Life-Cycle Assessments (LCAs) and Alternatives Assessments (AAs)	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 7: Conduct Scoping for New Safer Choice Product Categories			
	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals			
	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM

**Abt EPW16009
WORK ASSIGNMENT 3-03**

Title: Safer Choice Program Outreach, Alternatives Assessments, New Product Sectors, and OECD Workgroup Support

Contract No.:	EPW16009	
Work Assignment Number:	3-03	
Period of Performance:	4/18/2018 to 4/17/2019	
Estimated Level of Effort:	3950 hours	
Project Officer:	Cynthia Bowie	202/564-7726
Work Assignment Manager (WAM):	Bridget Williams	202/564-8558
Alternate Work Assignment Manager (Alt WAM):	Linda Rutsch	202/343-9924

Background and Purpose:

This modification adds Task 6.3. The number of hours remain the same.

EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on risk, performance, and cost, and by providing standardized analytical tools for industry application. This work assignment pertains to DfE and Safer Choice Program Outreach.

The Safer Choice Program encourages companies to formulate products that are effective and safer for human health and the environment. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the DfE website at www.epa.gov/saferchoice.

DfE and Safer Choice Program Outreach is critical to furthering the mission of EPA to protect human health and the environment. Outreach, testing, and support are needed to improve the general public's knowledge of the Safer Choice label, and to increase the use of safer products. This work will involve:

- Developing outreach strategies, materials, and market/consumer testing;
- Implementing and coordinating outreach strategies with internal and external stakeholders;
- Providing logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives as needs and priorities are identified);
- Providing logistical support for stakeholder meetings;
- Responding to program inquiries; and
- Tracking outreach activities.

In addition to the Safer Choice Program Outreach activities, this work assignment also supports scoping activities for new Safer Choice product sectors, DfE's involvement in risk management activities, including Alternatives Assessments and Life-Cycle Assessments, for OPPT Workplan chemicals, and international alternatives assessment work with the Organization for Economic Cooperation and Development (OECD).

The schedule and tasks are described below.

Tasks 2-8 provide a description of this project, specific deliverables and their schedule. The contractor shall attend meetings and prepare draft and final work products. EPA will provide input and review.

Tasks and Deliverables:

The WAM will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WAM's comments.

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Quality Assurance Project Plan (QAPP)

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project

Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

Task 3 - DfE & Safer Choice Program Outreach [Contract SOW, Task 2]

OPPT's DfE program and initiatives encourage businesses to voluntarily incorporate environmental considerations into the design of their products, processes, and management systems. To achieve this goal, DfE relies on outreach activities and information dissemination to industry participants and the public, EPA Regions, federal government laboratories, and state and local governments. Market study and consumer testing will help determine needs for better outreach.

EPA allows products that meet the Safer Choice Standard to carry the Safer Choice label. This label enables consumers to quickly identify and choose products that can help protect the environment and are safer for them and their families. Product manufacturers who become Safer Choice Partners have earned the right to display the Safer Choice label on qualifying products. The Safer Choice Standard comprises the requirements products and their ingredients must meet to earn the Safer Choice label.

To help product manufacturers design and produce safer products, DfE created the Safer Chemical Ingredients List (SCIL). SCIL contains chemicals that meet the criteria of the Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class and assists product manufacturers in identifying chemicals that the Safer Choice Program has already evaluated and identified as safer.

The Safer Choice Program has recognized thousands of safer products and hundreds of safer chemical ingredients. As the program grows, communications and outreach are important for giving a clear message about the program objectives

Task 3.1: General Outreach for DfE and the Safer Choice Program

The contractor shall prepare outreach materials for the Safer Choice Program, under direction from the WAM including, but not limited to:

- outreach strategies,
- communications plans,
- and outreach materials: including, but not limited to: presentations, factsheets, meeting/conference/tradeshows materials, graphics, and materials relating to existing/new product sectors;

The contractor shall implement and coordinate outreach strategies with internal and external stakeholders; provide logistical support for and/or attend meetings/conferences/tradeshows; respond to program inquiries; track outreach activities; and prepare drafts of materials such as notes and follow-up documents.

Task 3.2: Safer Choice Market and Consumer Testing

The contractor shall develop market/consumer testing; Changes to the approach may be directed by the WAM.

As directed by the WAM, the contractor shall support compilation of information and communications for existing chemicals work that is related to OPPT efforts on Workplan chemicals, Action plan chemicals, Safer Choice labeling, or the intersection of these and(or) other OPPT activities in which DfE is engaged.

Task 4: Safer Choice Awards Programs / DfE Initiatives & Events [Contract SOW, Task 2]

The contractor shall provide logistical support for DfE and Safer Choice awards programs (e.g., Safer Choice Partner of the Year Awards, DfE Safer Detergent Stewardship Initiative (SDSI), other initiatives and events as needs and priorities are identified);

The contractor shall provide support in staging the Safer Choice Partner of the Year Awards in 2016. Support activities shall include:

1. Creating webpages for announcing the award program and award applications,
2. Drafting news releases and other communications related to the awards,
3. Providing support for processing award applications,
4. Provide support for compliance screening of award winners,
5. Provide support in procuring appropriate awards ceremony venue, awards materials, and other materials related to the awards program, and
6. Provide meeting support for the awards ceremony and surrounding events.

The contractor shall accept and verify applications submitted by organizations for DfE's SDSI.

Task 5: Safer Choice Website Support [Contract SOW, Task 3.3]

The contractor shall provide technical support for the Safer Choice Drupal-based website (www.epa.gov/saferchoice) including development of web pages and tools, maintenance, editing, and trouble shooting.

Task 6: Support Alternatives Assessments and TSCA Activities [Contract SOW, Tasks 1.2, 1.3, and 2.1]

Alternatives Assessments (AAs) may be undertaken through multi-stakeholder partnership projects. Some assessments are done in a tailored fashion, when general information on alternatives has already been gathered and researched.

General tasks for alternatives assessments include:

Research background information on substitutes and uses;

Provide information to support options and scoping of assessments;
Draft chapters for the reports;
Develop responses to comments after public comment period; and
Update and finalize reports.

In addition, support may be needed for stakeholder meetings, note-taking during conference calls and meetings, managing distribution lists, and developing and managing partnership materials.

Task 6.1 -- Support Activities for TSCA Activities

The Contractor shall support activities related to implementation of TSCA (<https://www.epa.gov/assessing-and-managing-chemicals-under-tsca>), including problem formulation and risk management approaches. EPA may initiate or support alternatives assessments to help evaluate the relative hazards and chemical fate of substitutes for certain candidate priority chemicals. Activities related to problem formulation and risk management approaches are likely to include literature and internet searching and review, market analysis (identifying trends in use, researching the value of alternatives assessment reports in different stakeholder sectors, and identifying needs for adapting outreach and communication of alternatives assessment results), summarizing relevant information, developing scoping documents, developing web pages, consultation with stakeholders, and critical discussion with EPA staff.

For purposes of cost estimation, the Contractor shall assume they will attend meetings or calls two times a month, support stakeholder meetings, and prepare brief reports projects, in addition to performing other tasks directed by the WAM, such as phone and email communications with stakeholders, researching small topics, and summarizing relevant information.

Task 6.2 – Support DfE Life-Cycle Assessments and Completed DfE Alternatives Assessments

The Contractor shall provide technical and communications support, as needed, for completed DfE life-cycle assessment (LCA) studies, including the DfE/ORD Li-ion Batteries and Nanotechnology life-cycle assessment study, and for all completed DfE Alternatives Assessments. The Contractor shall also provide, if requested, support for conducting screening-level LCAs on new product categories, specific chemical ingredients, or other products or services, as described by the WAM.

Task 6.3—Support identification of TSCA priority chemicals within EPA Region 5

- Support the identification of facilities using TSCA Workplan Chemicals; specifically, the top 10 currently targeted for risk assessments. Region 5 will provide information on the current list of Annex 3 Chemicals of Mutual concern identified in the Great Lakes Water Quality Agreement for potential cross reference.
- Once chemicals and their use are identified, the contractor will develop information and outreach materials on current alternatives. Examples include informational brochures, fact sheets, and/or webinars.
- Contractor will identify target audience (TRI reporters, CDR reporters and Biennial Hazardous Waste Reporters within Region 5), speakers, develop presentations, prepare invitations, and provide webinar logistical support.

Task 7: Conduct Scoping for New Safer Choice Product Categories [Contract SOW, Task 2.1]

The Contractor shall support efforts to open new functional use categories and new product classes in the Safer Choice Program. The Contractor will support technical research and stakeholder outreach for evaluating new sectors and identifying safer chemicals, including reviewing existing literature for life-cycle considerations, formulations, uses and applications, environmental impacts, fate and exposure pathways, marketing information, regulations, patents, novel green chemical design and other relevant information. The Contractor shall analyze the information as it relates to establishing a new product category, and understanding a specific product type and associated functional uses for the Safer Choice program. The Contractor may be asked to identify experts in different product categories from industry, academia, government and other organizations in the background research. Examples of new product categories include personal care products, textile cleaning tools, pet products, childrens art supplies, and 'do-it-yourself' craft supplies. Examples of specific products include shampoo, nail polish, cleaning cloths, finger paint, and craft adhesives. Examples of specific functional use chemicals include nail hardeners, pigments, plasticizers and polymers. The Contractor may be asked to evaluate products submitted for Safer Choice evaluation. This shall include providing information on whole product characteristics, such as packaging and pH, and evaluations and research of chemical hazard endpoints, such as human health and environmental fate and toxicity related to application of the Safer Choice standard.

The Contractor is encouraged to propose product categories with potential for impact from Safer Choice labeling by encouragement of safer substitution. For purposes of cost estimation, at least four new product category investigations can be assumed to be tasked in the calendar year. The Contractor shall develop a scoping report for each new product sector, as directed by the WAM.

Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals [Contract SOW, Task 2.1]

The Contractor will support activities of the OECD Ad Hoc Group on Substitution of Harmful Chemicals, including updating and maintaining the OECD Substitution and Alternatives Assessment Toolbox. The Contractor shall also support other activities of the Workgroup already approved at the May 2015 Expert Workshop on Alternatives Assessment, as directed by the WAM, which could include research, literature reviews, presentations, and reports related to alternatives assessments and substitution methods and practices. The Contractor will also provide support for Ad Hoc Group and subgroup conference calls and meetings, as requested.

Task 9: Provide Documentation [Contract SOW, Task 2.1]

The Contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Deliverables and schedule under Tasks 3 - 8

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 3: Outreach for DfE and the Safer Choice Program			
Task 3.1:	<p>Materials for Safer Choice Outreach</p> <ul style="list-style-type: none"> • 1 toolkit for Partners/Stakeholders • 4 sets of notes from outreach calls with product manufacturers • 1 plan for product manufacturers to highlight Safer Choice partnership • 1 plan for retailer to highlight Safer Choice partnership • 1 plan for outreach to environmental and health bloggers, to include developing talking points about the Safer Choice program for a broad audience • Multiple fact sheets for varied audiences • Up to 25 stock posts for Facebook account • Monitor internet for safer product issues and offer Safer Choice solutions, draft language to be developed • Develop outreach materials as needed such as Safer Choice partner maps 	1 draft document or draft web page per instance	<p>Meeting or teleconference to refine requirements: 5 days after WAM approval</p> <p>Draft : per direction from WAM</p> <p>Final: per direction from WAM</p>

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2: Market & Consumer Testing	Developing materials to support and conduct consumer testing of the Safer Choice label and/or market research	Strategy document, script/questionnaire.	Once per year and/or as directed by WAM
Task 4: Safer Choice Awards Programs / DfE Initiatives & Events			
	<ul style="list-style-type: none"> • Create webpage and draft awards program communications • Process awards applications and support compliance screening of award winners • Procure awards ceremony venue, awards materials, and other materials related to the Awards Program • Provide logistical support for Awards Program and associated activities on day of awards. 	As directed by WAM	As directed by WAM
Task 5: Safer Choice Website Support			
	<ul style="list-style-type: none"> • Website maintenance as needed • Up to 50 draft web page updates, including for SCIL and the Safer Choice product page • Webtool development (e.g., 1-5 widgets, Safer Choice Community, media pages, Safer Choice Partner Map) 	As directed by WAM	As directed by WAM
Task 6: Support the DfE Alternatives Assessment Program and TSCA Activities			

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 6.1: Support for TSCA Activities	<ul style="list-style-type: none"> Develop information summaries for relevant candidate priority chemicals Support TSCA implementation activities, including stakeholder engagement, communications, and meetings 	To be determined	As directed by WAM
Task 6.2: DfE Life-Cycle Assessments (LCAs) and Alternatives Assessments (AAs)	Respond to LCA inquiries, and conduct screening-level LCAs	To be determined	As directed by WAM
Task 6.3: Support identification of TSCA priority chemicals within EPA Region 5	Gather information on alternatives, prepare outreach materials, and provide webinar support	To be determined	As directed by WAM
Task 7: Conduct Scoping for New Safer Choice Product Categories			
	Research findings and evaluations for product level information and evaluation	4 new product categories	As directed by WAM
Task 8: Support Activities of OECD Ad Hoc Group on Substitution of Harmful Chemicals			
	Update and maintain SAAT, and support workgroup activities	To be determined	As directed by WAM

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-04

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Title of Work Assignment/SF Site Name

Base Option Period Number 2

DfE Safer Choice SCIL

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:
☒ Work Assignment
☐ Work Assignment Amendment
☐ Work Plan Approval☐ Work Assignment Close-Out
☐ Incremental Funding

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate Work Assignment for the New Period of Performance that begins on April 18, 2018. The Contractor shall submit a work plan within 30 day of receipt of the work assignment.

☐ Superfund

Accounting and Appropriations Data

☒ Non-SuperfundSFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:
04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee: LOE:

Cumulative Approved: Cost/Fee: LOE:

Work Assignment Manager Name Alyson Lorenz

Branch/Mail Code:

Phone Number: 202-564-1065

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: DfE Safer Choice Program and SCIL Logistical Support

Contract No.: EP-W-16-009

Work Assignment Number: 3-04

Period of Performance: 4/18/2018-4/17/2019

Estimated Level of Effort: 2,625 hours

Project Officer: Cynthia Bowie 202/564-7726

Work Assignment Manager (WA COR): Alyson Lorenz 202/564-1065

Alternate Work Assignment Manager (Alt WA COR): Melanie Adams 202/564-1843

Technical Communications: As members of DfE and the Safer Choice team, David DiFiore, Chen Wen, Bridget Williams, Clive Davies, Tony Thompson, Linda Rutsch, Muna Nahar, Lauren Sweet, Laura Romano, and Claudia Menasche may communicate with the contractors to inform key deliverables as directed by the WA COR.

Background and Purpose:

The EPA Office of Pollution Prevention & Toxics' (OPPT) Design for Environment (DfE) Program, which includes the Safer Choice (formerly DfE Safer Product Labeling) Program, is a cooperative, voluntary program that works with industry members and other partners to promote pollution prevention and the use of safer chemicals, processes, and technologies. The DfE Program assists industry in making informed, environmentally responsible choices by providing technical information on hazard, fate, and risk, and by providing standardized analytical tools for industry application. This work assignment provides logistical support to the Safer Choice Program, including the Safer Chemical Ingredients List and the Safer Choice Community.

1. The Safer Choice Program encourages partners to formulate products to be environmentally safer, cost competitive, and effective. Currently, Safer Choice labels more than 2,000 products made by almost 500 companies. More information on the Safer Choice Program is available on the Safer Choice website at: <http://www2.epa.gov/saferchoice/learn-about-safer-choice-label>.
2. The Safer Chemical Ingredients List (SCIL) was developed through the Safer Choice Program. Chemicals that meet Safer Choice criteria are suitable for listing. SCIL is a resource for: formulators interested in making safer products; health and environmental advocates seeking to encourage the use of safer chemicals; and consumers seeking information on the ingredients in safer chemical products.

3. The Safer Choice Community is a web-based data system for the Safer Choice Program. The Community is a custom-built Salesforce system accessed by Safer Choice staff, contractors, third-party profilers, formulators, and chemical manufacturers.
4. Under the Toxic Substances Control Act (TSCA), EPA must identify and designate 20 low priority chemicals by December 2019. The agency is currently developing approaches to identify candidates for this prioritization exercise, including using SCIL as a source for potential candidates.

In addition, DfE will continue the Safer Detergents Stewardship Initiative (SDSI). DfE will recognize companies, facilities, and others who voluntarily commit to formulate and encourage the use of safer detergents and other products that traditionally contain NPEs. The latter include firefighting foams, pulp and paper processing chemicals, and antifreeze. An expanded SDSI will play an important role in implementing the Agency action plan for NPEs. Other initiatives may be created as needs and priorities are identified.

Tasks 2, 3, and 4 below provide descriptions of the specific deliverables associated with the Safer Choice, SCIL, and Safer Choice Community support, and their schedule.

TASKS AND DELIVERABLES

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities including, but not limited to, actual determination of EPA policy and preparation of documents on EPA letterhead.

Section 508 Compliance Requirements:

All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Quality Assurance (QA) Requirements: The contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models (see Task 5).

Task 1 – Prepare Workplan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Logistical Support for the Safer Choice Program

EPA allows safer products to carry the Safer Choice label. This mark enables consumers to quickly identify and choose products that can help protect the environment and are safer for families. Product manufacturers who become Safer Choice partners, and earn the right to display the Safer Choice logo on recognized products, have ensured that their ingredients and finished product line up on the green end of the health and environmental spectrum while maintaining or improving product performance and meeting other product-level requirements. The Safer Choice "Standard for Safer Products" comprises the requirements products and their ingredients must meet to earn the EPA Safer Choice label.

Task 2.1 – Web, Meeting, Document, and Correspondence Support for Safer Choice Program

The contractor shall support the DfE Safer Choice Program. Examples of support include: website improvement, attending or facilitating meetings (approximately 15-20) or conference calls (approximately 2-3), responding to and incorporating comments, preparing fact sheets and reports, taking notes at meetings, tracking information submitted to Safer Choice and Safer Choice Third Party Profilers; and for recognized products, keeping the website up-to-date, maintaining Safer Choice measures, providing standard correspondence with stakeholders, and maintaining Safer Choice FAQs (Frequently Asked Questions). Specific comments to be addressed, information to be included, meetings to support, and other activities will be identified by the WA COR through written technical direction.

For purposes of cost estimation, the contractor shall assume the need to respond to 20 inquiries per week and track over 500 partners and about 2,000 products.

Task 2.2 – Track Partner Compliance for Safer Choice Program

The contractor shall support the DfE Safer Choice Program with Safer Choice Partner compliance monitoring, by reviewing labels and marketing materials for correct ingredient disclosure and references to Safer Choice, monitoring use of the Safer Choice label—including on products, in marketing literature, and on company/vendor websites—for products that are no longer allowed to carry the Safer Choice label, and acquiring product samples for testing.

For purposes of cost estimation, the contractor shall assume the need to respond to 10-20 inquiries per month.

Task 2.3 – Updating Criteria for Safer Chemical Ingredients and the Safer Choice Standard

This task covers updating safer ingredient criteria and requirements in the Safer Choice Standard for the Safer Choice Program. More information on the Safer Choice safer ingredient screens is available on the Safer Choice web site at <http://www.epa.gov/saferchoice/standard>.

Updating and adding ingredient classes – The contractor shall assist Safer Choice in reviewing the list of functional classes of ingredients used in cleaning and other products, which has been commented on by the Green Chemistry in Commerce Council (GC3) stakeholder group, and update the list and priorities based on the most efficient grouping of the classes and an assessment of available data.

The contractor shall:

1. Identify and convene stakeholders.
2. Prepare meeting materials and facilitate discussions.
3. Develop draft and final updated versions of the Safer Choice Standard and associated Criteria for Safer Chemical Ingredients.

Task 2.4 – Providing Stakeholder Technical Support

The contractor shall provide technical support for stakeholders (formulators and chemical manufacturers) with questions about use of the Safer Choice Community. This task includes answering phone calls and emails from stakeholders, and helping stakeholders efficiently use the system.

For purposes of cost estimation, the contractor shall assume the need to respond to 10-20 inquiries per month.

Task 2.5 – Documentation

The contractor shall submit copies of all background information, data and analyses used in the preparation of the case studies, telephone conversation notes, correspondence, company product literature, disk copies of final case studies in Word, and disk copies of spreadsheets, databases, graphics, and programs created under this work assignment.

Task 3 – Safer Chemical Ingredients List (SCIL) Support

The SCIL contains chemicals that meet the criteria of the DfE Safer Choice Program. This list of safer chemical ingredients is arranged by functional-use class, and will assist product manufacturers in identifying chemicals that the Safer Choice program has already evaluated and identified as safer.

Task 3.1 – Maintaining the Safer Chemical Ingredients List (SCIL)

The contractor shall support maintaining the SCIL and the associated webpage. SCIL is available to the public and requires review and updating to maintain it long-term. The contractor shall assist with data management, chemical review information, and formatting information for the webpage.

For purposes of cost estimation, the contractor shall assume the need to update the SCIL 4 times per year.

Task 3.2 – Integrating SCIL into the Existing Data Structure

The contractor shall support incorporating information gathered for SCIL, including product formulations, into the existing database of Safer Choice recognized products. This task also includes updating the smart PDF documents used to enter data into the system, and tracking the status of products based on the codes assigned to chemicals listed on SCIL.

Task 4 – Support for Prioritization under TSCA

The contractor shall support developing and implementing approaches for identifying potential low priority candidates under TSCA.

Task 4.1 Developing Prioritization Approaches

The contractor shall support developing approaches for identifying potential low priority candidates under TSCA, including preparing prioritization approach documents, responding to stakeholder comments, and gathering and organizing supporting information for candidate chemicals.

Task 4.2 Implementing Prioritization Approaches

The contractor shall assist with the development of public-facing documentation for the identified low priority candidate chemicals, and organizing and responding to stakeholder comments submitted during the formal prioritization process.

Task 5 – Quality Assurance Project Plan

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

The contractor shall provide a QAPP(s) for the tasks in this work assignment within one month of workplan approval.

DELIVERABLES AND SCHEDULE UNDER TASKS 2, 3, & 4

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WA COR in written technical direction.

Table 1: Schedule for Deliverables

The contractor shall provide the following specific deliverables to the EPA WA COR:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TASK 2: SUPPORT FOR THE SAFER CHOICE PROGRAM			
Task 2.1	Safer Choice Program Logistical Support <ul style="list-style-type: none"> • 2 website updates per month • 2 updates to listing of partners, private labels, and products per month in the form of an Access, Excel, Salesforce, or other similar database format 	1 electronic copy per instance	14 calendar days after receipt of the request, or within the delivery schedule approved by the WA COR
Task 2.2	Research findings and evaluations for product level information and chemicals	As directed by WA COR	As directed by WA COR
Task 2.2	Documentation of inappropriate use of the Safer Choice label on products, marketing materials, and websites	As directed by WA COR	As directed by WA COR
Task 2.3	Develop one draft update to Safer Choice standard and updates to the Criteria for Safer Chemical Ingredients	1 + 1 draft updates	Meeting or teleconference to refine requirements: 30 days after WA approval Draft: 90 after WA approval Final: 150 days after WA approval
Task 2.4	Documentation of stakeholder questions and contractor answers	As directed by WA COR	As directed by WA COR
Task 2.5	Documentation	As directed by WA COR	As directed by WA COR
TASK 3: SUPPORT FOR THE SAFER CHEMICAL INGREDIENTS LIST (SCIL)			
Task 3.1	Quarterly updates to SCIL; management of information and formatting of webpage	Quarterly updates	Quarterly, unless directed otherwise by WA COR

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
Task 3.2	Integrating SCIL into the Existing Data Structure	As directed by WA COR	As directed by WA COR
TASK 4: PRIORITIZATION UNDER TSCA SUPPORT			
Task 4.1	Developing Prioritization Approaches	As directed by WA COR	As directed by WA COR
Task 4.2	Implementing Prioritization Approaches	As directed by WA COR	As directed by WA COR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-06								
		<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2019 Base Option Period Number 2								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name Lead Rule Economics								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2018 To 04/17/2019								
Comments: Initiating Work Assignment for the Period of Performance that begins on April 18, 2018. The Contractor shall submit a work plan within 30 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 04/18/2016 To 04/17/2019		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name William Silagi						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Project Officer Name Cynthia Bowie						Phone Number: 202-564-8788				
_____ (Signature)						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)						_____ (Date)				
Contracting Official Name Jody Gosnell						Phone Number: 202-564-7726				
_____ (Signature)						FAX Number:				
						Branch/Mail Code:				
						Phone Number: 202-564-4353				
						FAX Number:				

STATEMENT OF WORK
Contract EPW-16-009
Work Assignment 3-6

TITLE: **Lead Rule Economics**

Work Assignment Manager

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LEVEL OF EFFORT

The total estimated LOE hours for this work assignment is 7,500 hours.

PURPOSE

Provide analytical support to EPA initiatives relating to lead-based paint hazards, including public and commercial buildings; renovation repair and painting in residences and child-occupied facilities; hazard standards and clearance levels; and other potential sources of lead exposure.

BACKGROUND

The purpose of this work assignment is to prepare economic analyses and other supporting analyses of rulemakings related to EPA's lead program. Title IV of the Toxic Substances and Control Act (TSCA) was enacted to assist the federal government in reducing lead exposures, particularly those resulting from lead-based paint. Section 402 (c)(3) of TSCA obligates EPA to determine whether renovation or remodeling activities in public buildings constructed before 1978 or commercial buildings create lead-based paint hazards. For those activities that create a lead-based paint hazard, EPA is further directed to revise its Lead-based Paint Activities Regulations, promulgated under TSCA section 402(a), to apply to those renovation and remodeling activities. This work assignment is intended to provide analytical support to the public and commercial building project and/or any other Agency initiatives related to lead hazards and potential sources of lead exposure.

TASKS

The following tasks describe the work that may be required to continue progress on the public and commercial building project and related lead projects. All tasks are contingent on the Agency's decisions regarding the direction and schedule of these projects.

Task 1 – Workplan

- (A) Submit a workplan that describes tasks; the planned approach, schedule, estimated direct labor hours by task and labor level; the budget with costs broken down by line item; and the names, hours, and project role of proposed staff.
- (B) This work assignment is **not** expected to require access to TSCA Confidential Business Information (CBI). However, if this work assignment does require access to TSCA CBI, the manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared. They must also take supplementary CBI training designated by the EPA Project Officer. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report.

This is in addition to complying with all TSCA CBI requirements in the contract and in EPA's *TSCA CBI Protection Manual*.

Task 2 – Quality Assurance Project Plan

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at:

<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3 –Conduct Survey of the Public and Commercial Building Industry

The contractor shall complete the survey (conducted under work assignments 1-6 and 2-6 of this contract) of the characteristics and incidence of renovation, repair, and painting (RRP) activities that disturb painted surfaces in public and commercial buildings, the methods that are used to conduct these activities, the work practices that are used to contain and clean the resulting dust, and the characteristics of the buildings. The details of the survey are described in EPA's Information Collection Request (ICR) for the Survey of the Public and Commercial Building Industry (EPA ICR number 2494.01, OMB control number 2070-0193). The contractor may offer respondents a small financial incentive (e.g., \$50) to contractors as an inducement to complete the survey.

Upon completion of the data collection, the contractor shall create a cleansed survey data file of the survey results; analyze any potential non-response bias; calculate sampling weights; prepare weighted statistical summaries and tabulations of the data; prepare a draft report on the survey results; and revise the draft and prepare a final report.

In order to preserve the anonymity of the respondents, the contractor shall not provide personally identifying information (PII) about the respondents to EPA or any other outside person or entity. This PII includes, at a minimum, the respondent's name, the respondent's phone number, the respondent's address, and the name of the organization the respondent works for. All PII will be stripped from any data files before they are conveyed to EPA or any other outside person or entity. At the completion of data collection the contractor shall delete the PII in the raw survey data file and replace it with a tracking number that cannot be matched to PII.

Task 4 –Draft Economic Analysis of RRP Options for Public and Commercial Buildings

The contractor shall prepare a draft economic analysis of options to regulate RRP activities in public and commercial buildings. The draft economic analysis shall include the following sections: market profile; problem definition; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate the paperwork burden associated with these requirements. EPA will provide the exposure assessment estimates that shall be used to estimate the benefits of reducing exposure to lead-based paint.

Task 5 –Economic Analysis of Revised Lead Hazard Standards and Lead-Based Paint Definition

The contractor shall prepare economic analyses of alternative levels for the lead hazard standards at 40 CFR 745.65 and 745.227; the lead clearance levels at 40 CFR 745.227; and the definition of lead-based paint at 40 CFR 745.82, 745.103, and 745.223. The economic analysis shall include the following sections: profile of the baseline lead hazard control, abatement, and renovation activities affected by these requirements; summary of related federal, state, and local rules; market failure and the need for the rule; cost analysis; benefits analysis; net benefits analysis; impact analysis, including impacts on small entities, and state, local, and tribal governments; environmental justice analysis; employment effects analysis; and sensitivity analysis. In addition to preparing an economic analysis, the contractor shall estimate any paperwork burden associated with these requirements.

The contractor shall revise the economic analysis and the paperwork burden estimates in response to technical direction from the EPA WAM. There may be multiple rounds of revisions to the document during the period of performance of this work assignment.

Task 6 – Analysis for Retrospective Review of Lead Program

The contractor shall prepare research memos and reports on topics related to retrospective review of EPA's lead-based paint program. The WAM will designate the topics to be addressed, and due dates for deliverable, through technical direction. Examples of such analyses may include the following:

- Economic conditions in industry sectors subject to or affected by EPA's lead paint program;
- Technologies used to comply with the requirements of EPA's lead paint program;
- The level of compliance with the requirements in EPA's lead paint program;
- Other federal, state, or local government rules related to lead paint, and how they affect exposures to lead;
- The economic feasibility for entities, including small entities, to comply with the requirements of the lead paint program;
- The cost of complying with requirements of EPA's lead paint program;

- The indirect and cumulative impacts of complying with the requirements of EPA's lead paint program;
- The cost savings or burden reduction of potential options to revise requirements of EPA's lead paint program; and
- The small business impacts of potential options to revise requirements of EPA's lead paint program.

Task 7 - Supplementary economic analysis related to lead-based paint or related to other potential sources of lead exposure and associated health risks

The contractor shall prepare supplementary research memos and reports, and prepare materials suitable for sharing research results through briefings or on-line, on topics related to the economic analysis of lead-based paint activities or other potential sources of lead exposure and associated health risks. The WAM will designate the topics to be addressed, and dates/locations of any briefings requiring support, through technical direction. Examples of supplementary analyses include the following:

- Revise or create reports that address comments from EPA workgroups, EPA management, Office of Management and Budget, other agencies, and the public;
- Summarize and explain the data, assumptions, and analysis from existing reports;
- Revise existing reports to reflect changes in market data, risk data, or regulatory options, and to provide sensitivity analyses;
- Describe methodologies for economic analysis, identify information sources, and prepare literature surveys and bibliographies on topics identified by the WAM;
- Summarize methods and results of economic analyses prepared under this work assignment so that the information can be used as inputs to other related EPA studies.
- Identify information needed from other EPA studies that will serve as inputs to analyses prepared under this work assignment.
- Comment on reports identified by the WAM;
- Provide a written summary of points made at a meeting relevant to assessing economic impacts of EPA decisions;
- Arrange for peer review of economics reports identified by the WAM;
- Prepare briefing handouts and visuals describing results of economic analysis conducted under this work assignment; present briefing(s) on results of economic analysis; provide additional support as needed for briefings and presentations; and
- Support Agency preparation of Information Collection Requests (ICRs) by estimating the burden on industry and government of Agency data collection, and revising the draft report in response to comments by the WAM.

Task 8 - Public Docket and Other Documentation

The contractor shall organize, annotate, summarize and submit information from paper and electronic files accumulated during the course of this work assignment, including documents required for a public docket. The contractor shall provide the following documentation to the WAM: copies of all relevant background information, data and analyses used in the report preparation, including referenced articles, relevant pages from books and reports, survey questionnaires, trip reports, telephone conversation notes, correspondence, company product literature, disk copies of final reports, spreadsheets, databases, and programs created under this work assignment, in formats compatible with the Agency's automated environment.

SCHEDULE OF DELIVERABLES

Copies of all deliverables shall be submitted to the WAM for review and approval. The contractor shall revise the deliverables to reflect the WAM's comments.

The contractor shall meet the following schedule:

<u>Task#</u>	<u>Deliverables</u>	<u>Due Date</u>
1	Workplan	15 days after WA received
2	QAPP	As dictated in WAM technical direction
3	Industry survey	August 31, 2018
4	Draft P&CB economic analysis	As dictated in WAM technical direction
5	Hazard standard economic analysis	May 9, 2018
6	Retrospective review analysis	As dictated in WAM technical direction
7	Supplementary analyses	As dictated in WAM technical direction
8	Public docket and documentation	As dictated in WAM technical direction

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-08

☐ Other ☐ Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Chemical Data Reporting

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiating a work assignment for the New Period of Performance that begins on April 18, 2018. The Contractor shall submit a work plan within 30 days of receipt of the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO

(Max 2)



Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Susan Sharkey

Branch/Mail Code:

Phone Number: 202-564-8789

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

Abt EPW16009
Work Assignment 3-08
STATEMENT OF WORK

TITLE: Chemical Data Reporting

Work Assignment Manager

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LEVEL OF EFFORT

This total level of effort for this work assignment is 1925 hours.

PURPOSE

This work assignment is to provide support to EPA related to Toxic Substances Control Act (TSCA), with an emphasis on Chemical Data Reporting (CDR). The primary emphasis is on the continued development of a searchable document archive, but also includes the development or refinement of guidance documents, data and other analyses, and meeting support.

BACKGROUND

Through the Toxic Substances Control Act (TSCA) Chemical Data Reporting (CDR) rule, the Environmental Protection Agency (EPA) collects exposure-related manufacturing, processing, and use data on certain chemicals listed on the TSCA Chemical Substance Inventory (TSCA Inventory), including chemicals listed as pesticide inert and precursor chemicals. Initially called the Inventory Update Reporting (IUR) rule, the collection has changed over time to better address EPA's needs. The last submission period was in 2016 and the next is scheduled for 2020. Any of the data submitted in response to the CDR rule may be claimed as confidential business information (CBI).

The CDR data are used for screening-level exposure determinations for chemicals in commerce in the United States. These data are used by EPA, other federal government agencies, state government, industry, non-governmental organizations, and the public. EPA will identify and produce analyses of the data that would be of particular interest to the public and reflect stakeholder interests.

The contractor shall use, and not duplicate, information developed under Work Assignment (WA) 1-08 and 2-08 of this contract, or under EPA contract EP-W-08-010, WA 6-4, and EP-W-12-001, WAs 3-01 and 4-05.

TASKS

Task 1. Work Plan

The contractor shall prepare a work plan that outlines, describes, and includes the technical approach, resources, timeline, and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Some work may require access to TSCA Confidential Business Information. The manager of this work assignment, as well as any staff working on reports that involve TSCA CBI, must be TSCA CBI cleared before any TSCA CBI is handled under the work assignment. These staff must also take supplementary CBI training designated by the COR. Reports based on information drawn from TSCA CBI documents must be submitted to EPA as TSCA CBI, even if the contractor believes they have excluded CBI from the report. The contractor shall also comply with all TSCA CBI requirements in the contract and in EPA's TSCA CBI Protection Manual.

Task 2. Quality Assurance Project Plan

The contractor shall prepare a Quality Assurance Project Plan (QAPP) work for data analysis conducted under Task 3 of this work assignment. Work conducted under Tasks 4 and 5 do not require a QAPP.

The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a quality assurance project plan (QAPP) following OPPT/EPA guidelines. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

QA Requirements: A Quality Assurance Project Plan (QAPP) is required. A Quality Assurance Project Plan documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at: <https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf> and the Contractor shall be responsible for the development and revisions to the QAPP.

Task 3. Develop Reports, such as a Data Analysis or Industry Analysis

The contractor shall update, draft and/or develop CDR-related documents, including individual fact sheets and reports, which may include data analysis as specified by the WAM. The data analysis may include quality assurance reviews of CDR data as specified by the WAM. The draft documents may be based on analysis provided by EPA and/or developed by the contractor. The

contractor shall also properly format and finalize finished products. The contractor may also be asked to deploy a data visualization tool that would be viewed internally at EPA or shared externally with the public. This tool should allow users to explore relationships and visualize trends in the CDR data.

For purposes of the work plan, the contractor shall assume preparing up to three documents of two (2) to five (5) pages requiring drafting, editing review, and formatting.

Task 4. TSCA Document Archive

The development of a centralized, interactive database system for archiving and accessing TSCA-related documents and FAQs, including CDR related items. This work includes but is not limited to current and historical correspondence, guidance, and other documents and materials as identified. Started under contract EP-W-12-001 (WA 3-01 and 4-05), the system was originally called CDR GuideMe and is now TSCA GuideMe. This system includes the ability to search the documents using metadata and other information, including the text of the documents.

- a. The contractor shall continue to develop the database to improve and enhance the search and archiving ability, based on written technical direction from the WAM.
- b. The contractor shall review the current data landscape as directed by the WAM via written technical direction to ensure that all relevant guidance is incorporated into the searchable database.
- c. The contractor shall enable access by selected EPA staff to test the database on a continuing basis.

For purposes of the work plan, the contractor shall assume that TSCA GuideMe will be developed during the option year to a sufficient level to be added to EPA's public website, that the contractor will be asked to conduct five (5) demonstrations of the system, and that the contractor will be provided boxed paper files to scan and add to the system.

Task 5. Meeting and Outreach Support

From time to time, EPA requires support for meetings, including for public meetings. The contractor shall provide general meeting support, including meeting organization, room location and reservation, check-in, placards, note taking, and meeting recording and summary support.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for one (1) public meeting of one (1) day per meeting.

Work under Task 5 will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed.

DELIVERABLES

Tasks	Assignments	Due Date
1	Prepare Work Plan	15 days after receipt of work assignment
2	QAPP	Before Task 3 work involving data analysis is begun
3a.	Outline of document	NLT 2 weeks following request
3b.	First draft of document	NLT 2 weeks following approval of 3a. deliverables
3c.	Final document	NLT 1 week following approval of 3b. deliverables

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-12

☐

Other

☐

Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

OSCP Website

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate work assignment on Abt EPW16009. The new period of performance begins on April 18, 2018. The Contractor shall submit a work plan within 30 days of receipt of the work plan.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE

Cumulative Approved:

Cost/Fee

LOE

Work Assignment Manager Name William Wooge

Branch/Mail Code:

Phone Number: 202-564-8476

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

Statement of Work, Work Assignment 3-12: EPA Office of Science and Coordination Policy Websites Support: Endocrine Disruptor Screening Program, FIFRA Scientific Advisory Panel (SAP), and TSCA Scientific Advisory Committee on Chemicals (SACC)

Work Assignment Manager

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Labor Hours: Base of 100 LHs. Additional work will be ordered in increments of 50 LHs.

Purpose:

The purpose of this work assignment is to provide technical support to the Office of Science Coordination and Policy (OSCP) in EPA's Office of Chemical Safety & Pollution Prevention (OCSPP) for developing and managing web content for the Endocrine Disruptor Screening Program (EDSP), the FIFRA Scientific Advisory Panel (SAP) and Toxic Substances Control Act Scientific Advisory Committee on Chemicals. The Contractor shall provide technical assistance in developing and publishing information on OSCP websites in accordance with all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-proceduresguidelines>) including EPA's One EPA Web structure ([One EPA Web Guidance](#)), announced by Deputy Administrator Bob Perciasepe on November 1, 2012. All web publishing to OSCP websites shall conform to the One EPA Web structure, which will:

- Provide easier access to information about environmental issues and the work we are doing;
- Improve EPA's transparency and openness to our audiences;
- Provide a single, consolidated resource for priority topics; and
- Create more relevant content for specific audiences.

Task 1: Work Assignment Management

General Requirements:

EPA shall order work via technical directive.

1. The contractor shall manage all aspects of this work assignment.
2. The contractor shall provide the EPA WA COR with the work plan within seven (7) business days following the receipt of this work assignment.
3. The contractor shall ensure the work is conducted by qualified individuals with the expertise and experience to develop and manage content on EPA websites, preferably with OSCP websites.
4. For Tasks 2 and 3, The Contractor shall follow all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>).
 - a. EPA Web Standards
 - b. One EPA Web Guidance
 - c. EPA Web Policies and Procedures
 - d. EPA Web Governance

All software application and web-based deliverables shall be compliant with the §508 accessibility standards of the Rehabilitation Act of 1973 (Act) (see EPA Policy: Accessible Electronic and Information Technology Standards, Procedures and Guidance: Accessible Electronic and Information Technology). Software application deliverables will be in compliance with the §508 standards if they meet paragraphs (a) through (l) of §1194.21 of the Act. Web-based deliverables will be in compliance with the §508 standards if they meet paragraphs (a) through (p) of §1194.22 of the Act. When preparing these deliverables, the Contractor shall refer to the most recent version of the §508 standards, which can be found at: <http://www.access-board.gov/sec508/guide/index.htm>. The Contractor shall demonstrate §508 compliance of web-based deliverables by submitting a printout from a reputable §508 compliance software package showing that all priority 1 accessibility requirements have been met. The Contractor shall identify the software package and version used if this information is not listed on the printout.

5. Labor rates proposed must be in accordance with Option Period 3 of contract EP-W-16-009.
6. A Quality Assurance Project Plan is not required.
7. This work assignment does not involve the use of Confidential Business Information (CBI).

Technical Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Ensure compliance with the timeline and milestones.
2. Ensure the overall quality of the work;

3. Prepare monthly technical and financial progress that will include a complete accounting of the progress made and hours spent (by individual and professional level) and costs, issues encountered and resolved; and anticipated progress and expenditures for the next monthly reporting period;
4. Immediately notify the WA COR if the contractor has reason to believe deliverable date(s) cannot be met.

Budget Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Immediately inform the WA COR if and when any hours or cost for any task has exceeded or is expected to exceed the contractor estimate by >10%;
2. Immediately inform the WA COR of any problems that may impact progress, budget, or schedule;
3. Notify the WA COR immediately when 75% of the Government approved hours or approved LH costs have been incurred (including unbilled hours and costs);
4. Not exceed eight (8) hours per month for billing work for Task 1 unless special circumstances arise and are communicated to and approved by the WA COR.

Communication Requirements:

In order to successfully perform the work in this work assignment, the contractor shall:

1. Schedule and conduct biweekly teleconference calls with the WA COR to discuss the status of the work conducted under each task, review the priorities of the work including any issues with respect to schedule slip or cost overruns.
2. Provide the WA COR with a detailed monthly technical and financial report including a summary of any issues and how they were resolved, and summaries of phone calls and decisions or guidance provided by the WA COR.
3. Maintain a cumulative electronic record of all communications between the contractor and EPA and provide it to the WA COR within two (2) months following the conclusion of the work assignment
4. All communications should be addressed to the WA COR with copies provided to the Alternate WA COR.

Task 2: Development and Management of the Endocrine Disruptor Screening Program's Website

1. EPA shall order work via technical directive.
2. The Contractor shall draft and manage content for the EDSP website (<https://www.epa.gov/endocrine-disruption>) based on the technical direction provided by the Environmental Protection Agency's Task Order Contracting Officer's Representative for this work assignment (WA COR).
3. The Contractor shall follow all EPA Web standards, procedures and policies regarding

publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>) as described in Task 1.

4. Activities include, but are not limited to:
 - a. Organizing content on the EDSP website
 - b. Updating content on the EDSP website (e.g., revising the content on existing webpages or creating new linkages to other webpages).
 - c. Posting materials (or adding linkages) on the EDSP website, e.g., Comprehensive Management Plan, Annual reports, and new EDSP guidance documents.
 - d. Creating graphics that can be used to facilitate understanding of the EDSP, e.g., graphs, charts, and workflow diagrams.
 - e. Developing other relevant EDSP content.
5. Draft materials shall be posted to the applicable website/or related websites (in a "sand box") for review by the EPA WA COR.
6. Final materials shall be posted to the applicable website and/or related websites following review and approval by the EPA WA COR.

Task 3: Development and Management of the FIFRA SAP and TSCA SACC

1. EPA shall order work via technical directive.
2. The Contractor shall draft and manage content for the FIFRA SAP and TSCA Scientific Peer Review Panel Websites (TSCA SACC) based on the technical direction provided by the EPA's WA COR.
3. The Contractor shall follow all EPA Web standards, procedures and policies regarding publishing on EPA's website (see <https://www.epa.gov/web-policies-and-procedures/policies-and-procedures>) as described in Task 1.
4. Activities include, but are not limited to:
 - a. Organizing and updating content on each website, e.g., meeting materials
 - b. Posting content (or adding linkages) on each website
 - c. Creating graphics that can be used to facilitate understanding of FIFRA SAP and TSCA Scientific Advisory Committee on Chemicals, EDSP, e.g., graphs, charts, and workflow diagrams.
 - d. Developing other relevant content.
5. Draft materials shall be posted to the applicable website/or related websites (in a "sand box") for review by the EPA WA COR.
6. Final materials shall be posted to the applicable website and/or related websites following review and approval by the EPA WA COR.

DELIVERABLES:

Tasks	Deliverable	Due Dates
Task 1 – Work plan and cost estimate, Kick-off meeting	<ol style="list-style-type: none"> 1. Work plan 2. Kick-off meeting 3. Detailed monthly technical and financial report 	<ol style="list-style-type: none"> 1. 7 business days following receipt of the work assignment. 2. Approximately 10 business days following receipt of the work assignment. 3. 15th of the month
Task 2 & 3 – Website Content	<ol style="list-style-type: none"> 1. Draft materials (posted to "sand box") 2. Final materials 	<ol style="list-style-type: none"> 1. Draft: 2 weeks following review and direction by the WA COR 2. Final: 2 weeks following review and direction by the WA COR

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment		Work Assignment Number 3-14 <input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:								
Contract Number EP-W-16-009		Contract Period 04/18/2016 To 04/17/2019 Base Option Period Number 2								
Contractor ABT ASSOCIATES INC.		Title of Work Assignment/SF Site Name TRI Data Quality Enforcement a								
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval		Period of Performance From 04/18/2018 To 04/17/2019								
Comments: Initiating work assignment for the new period of performance that begins on April 18, 2018. The Contractor shall submit a work plan within 30 days of receipt of the work assignment.										
<input type="checkbox"/> Superfund Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations data use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period: 04/18/2016 To 04/17/2019		Cost/Fee:		LOE:						
This Action:										
Total:										
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name Velu Senthil							Branch/Mail Code:			
_____ (Signature) (Date)							Phone Number: 202-566-0749			
Project Officer Name Cynthia Bowie							FAX Number:			
							Branch/Mail Code:			
							Phone Number: 202-564-7726			
Other Agency Official Name							FAX Number:			
							Branch/Mail Code:			
							Phone Number:			
Contracting Official Name Jody Gosnell							FAX Number:			
							Branch/Mail Code:			
							Phone Number: 202-564-4353			
_____ (Signature) (Date)							FAX Number:			

Implementation Support for Toxics Release Inventory

Abt EPW16009 WA 3-14

Technical Directive Title: TRI Data Quality and Enforcement Support

Estimated Period of Performance: April 18, 2018 – April 17, 2019

BACKGROUND

Under Section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), regulated facilities must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. In addition, Section 6607 of the Pollution Prevention Act of 1990 requires regulated facilities to submit information on their pollution prevention activities. Each year, EPA compiles the data submitted by facilities in the Toxics Release Inventory (TRI) and makes the data available to the public.

The TRI Program is committed providing high quality data to the public. The TRI Program conducts data quality improvements throughout the life cycle of the TRI data collection through public data release. The contractor shall develop a TRI Data Quality Calls Reports (TDQCR) for reporting years as per directions from TD COR. In addition, the contractor shall perform analyses and develop reports for various TRI data quality activities mentioned in this technical directive such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, latitude-longitude information for new facilities, offsite transfer information, source reduction information and release and other waste management information as per directions from TD COR.

PURPOSE

The purpose of this technical directive (TD) is to obtain contract support for a draft and update of the TDVCR and to perform analyses and develop reports for various TRI data quality activities mentioned in this technical directive such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, latitude-longitude information for new facilities, offsite transfer information, source reduction information and release and other waste management information as per directions from TD COR. The TRI data quality reports include results from regional data quality calls and/or revisions and withdrawals for reporting years 2006 - 2015. This Technical Directive is to specify the tasks required to produce an initial draft of the TRI data quality calls reports, and to revise the draft TRI data quality calls reports. The TRI data quality calls reports will recommend, with supporting analysis, improvements to strategies and improvements to detailed quality assurance and quality control (QA/QC) activities, if directed by TD-COR.

TASKS AND DELIVERABLES

The TD COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the TD COR's comments. Contractor personnel shall always identify themselves as contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA or its employees. In addition, the contractor shall not engage in inherently government activities, including but not limited to actual determination of EPA policy and preparation of documents on official EPA stationery.

QUALITY ASSURANCE (QA) REQUIREMENTS

The contractor shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Measurement Plan for any project, which generates environmental data using models with their technical proposal.

SCOPE OF WORK

TASK 1 – Prepare Work Plan

The contractor shall prepare a work plan within 10 calendar days of receipt of this Technical Directive. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA.

Task 2: Develop TRI Data Quality Calls Report (TDQCR)

Using the draft Data Quality Report(s) already developed for the most recent reporting year or years, the contractor shall develop a DRAFT TDQCR outlining facilities' responses with recommendations for improving TRI data quality strategy as per directions from TD COR. The TDQCR shall be written in plain English, in annotated outline form, so it is easy to read and understand at a glance.

The Contractor shall develop DRAFT TDQCR which would contain detailed background information about regional performance initiative, data quality calls focus areas such as TRI National Analysis (TNA) calls, Parent Company Calls, Offsite Invalid RCRA ID calls, incomplete reporters / non-reporters, Invalid NAICS codes calls, and Lat/long assignment for new facilities. The contractor shall conduct detailed analysis of facilities' responses and potential impacts of these efforts on release and other waste management quantities.

The contractor shall finalize TRI Data Quality Calls Report by incorporating comments from TD COR. The contractor shall also finalize a set of "Appendices" that summarize (in plain English) the facilities' responses and data quality calls criteria. The contractor shall articulate the extent to which the particular sets of data quality lists are useful in evaluating the quality of the data received, who is conducting them or how they are being conducted.

Task 3: Provide support for Enforcement Targeting Activities

Using previous year non-reporters data analysis as starting point, the contractor shall develop a Final list by removing facilities that are below reporting threshold and/or closed for current reporting year, if directed by TD COR.

The contractor shall use internet, Form R data and other sources to identify closed facilities – similar process used for previous reporting year.

The contractor shall provide support for data analyses in comparing different data sources in developing targeting list, if directed by TD COR.

Task 4: Conduct TRI Data Quality Analyses

The contractor shall perform analyses and develop appropriate reports for various TRI data quality activities mentioned in this technical directive such as, but not limited to, discrepancies in facility-specific information, federal facilities designation, lat-long

information for new facilities, offsite transfer information, source reduction information and release and other waste management information, if directed by TD COR.

Here is the list with some - but not exhaustive - potential data quality activities that the contractor shall be working on if directed by TD COR:

- Facilities in certain industry sectors that reported largest variations in release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) between current and previous reporting year;
- Facilities that reported largest variations in release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) for certain chemicals or group of chemicals between current and previous reporting year;
- Facilities that reported largest variations in RSEI-weighted release (air, water, land and/or offsite) and other waste management activities (recycling, energy recovery and treatment (on- and off-site) between current and previous reporting year;
- Facilities that report invalid locational information for offsite locations for the past one or more reporting years;
- Facilities may have incorrectly reported no or very little air release (sections 5.1 and/or 5.2) quantities for volatile TRI chemicals such as certain HAPS, certain priority chemicals, most refrigerants, etc., while they reported large quantities of maximum amount on-site (section 4.1);
- Identify non-reporting facilities and data quality issues using TRI comparative query tool and DMR tool;

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
1a	Prepare work plan	10 calendar days of receipt
1b	Revised work plan	10 calendar days of receipt
2	TRI Data Quality Calls Reports	As per TD-COR direction
3	Enforcement Targeting and Other Activities	As per TD-COR direction
4	Appropriate Reports	As per TD-COR direction

Point of Contact:

Velu Senthil, TD-COR
TRI Regulatory Development Branch
OEI/OIAA/TPD/RDB (2844T)
Phone: 202-566-0749
Email: senthil.velu@epa.gov

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-15

☐

Other

☐

Amendment Number:

Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Title of Work Assignment/SF Site Name

Base Option Period Number 2

TSCA New Chemicals Development

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiate work assignment for Abt Work Assignment 3-15. The contractor shall provide a workplan within 30 days of receipt of the work assignment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE

Cumulative Approved:

Cost/Fee

LOE

Work Assignment Manager Name Christopher Buckley

Branch/Mail Code:

Phone Number: 202-564-4817

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

Abt
EPW16009
Work Assignment: 3-15

Title: Support for the TSCA New Chemicals Program in Development of a Physical-Chemical Decision Framework to Inform Decisions for Risk Assessment of Manufactured Nanomaterials

I. BACKGROUND

TSCA Section 5 requires that EPA use all relevant information available to identify potential hazards and/or risks that a chemical might pose to human health and the environment. One of the key categories of information used in these assessments is that of physico-chemical (p-chem) properties of the chemical being evaluated. In the instance of manufactured nanomaterials, this information is of critical importance of understanding the relationship between p-chem properties and biological properties at the nanoscale. Companies that submit new chemical notices often either do not provide p-chem data as part of new chemical submissions for nanomaterials or provide data of insufficient quality (e.g., an inappropriate test method was used for the nanomaterial and the endpoint. A way to increase the type and quality of data submitted would be to develop a decision-tree for submitters so that they can easily determine appropriate methods for their nanomaterials.

While a decision tree for p-chem properties would be a benefit for the TSCA Section 5 new chemicals program, it is large task. EPA has looked to the OECD Working Party on Manufactured Nanomaterials to leverage resources to develop such a decision tree. In addition to leveraging resources, working within the OECD has the benefit of developing a resource that would be useful across the OECD members, allowing for increased consistency across regulatory programs of OECD member jurisdictions. Thus, this project requires not only technical expertise in the area of p-chem methods used for nanomaterials but also expertise in supporting OECD projects, working with the various OECD member countries and the European Union, and with the OECD secretariat.

Background on EPA's Work Within the OECD WPMN

In an effort to continue to be informed of the efforts undertaken by various international organizations and stakeholders, EPA has collaborated with the Organisation for Economic Cooperation and Development's (OECD's) Working Party on Manufactured Nanomaterials (WPMN), which launched a Sponsorship Programme in November 2007. The programme involved OECD member countries, as well as some non-member economies and other stakeholders to pool expertise and to fund the safety testing of specific Manufactured Nanomaterials (MNs). In launching this Sponsorship Programme, the WPMN agreed on a priority list of 13 MNs for testing (based on materials which are in, or close to, commerce). The list of MNs can be found in the table below.

REPRESENTATIVE MANUFACTURED NANOMATERIALS FOR TESTING UNDER OECD SPONSORSHIP PROGRAMME

Fullerenes (C60)
Single-walled carbon nanotubes (SWCNTs)
Multi-walled carbon nanotubes (MWCNTs)
Silver nanoparticles
Iron nanoparticles
Titanium dioxide
Aluminium oxide
Cerium oxide
Zinc oxide
Silicon dioxide
Dendrimers
Nanoclays
Gold nanoparticles

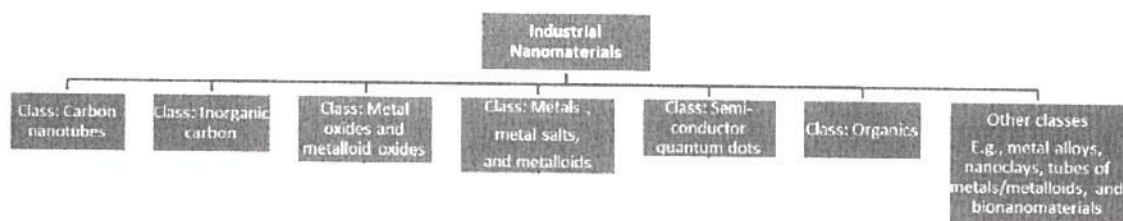
The aim of the OECD Sponsorship Programme was to test nanomaterials which are already in use or will be soon. Much valuable information on the safety of MNs can be derived by testing a representative set for human health and environmental safety. These key nanomaterials were tested for their physical-chemical properties, environmental degradation and accumulation, environmental toxicology, and mammalian toxicology. The outcomes of the Sponsorship Programme provided useful information on the “intrinsic properties” of nanomaterials, that is, on properties of nanomaterials which are unique to the nanoscale dimension of these materials. Understanding intrinsic properties of nanomaterials is crucial to choose existing, adapt or create appropriate risk evaluation and management strategies.

Under the Canada-United States Regulatory Cooperation Council (RCC) Nanotechnology Initiative a classification scheme was developed to enable the programs to communicate which nanomaterials require nano-specific information for risk assessment purposes. The classification scheme was also developed to begin a dialogue in order to progress from using substance-specific data to using analogue information whenever appropriate in order to reduce regulatory burden on stakeholders by leveraging existing datasets. The classification scheme that was developed is *not* a hazard prioritization tool, and the Work Plan expects that the classification scheme will feed into discussions when developing hazard-driven lists of concern/no-concern.

To develop the scheme, the RCC group looked at risk assessment and risk management, the commercial information available, and different uses of nanomaterials. Prior to the RCC, the US EPA was sorting nanomaterials according to similarities in chemical composition. The RCC discussed the chemical composition approach and other types of approaches such as those based on types of exposure, SARs, use profiles, and physical-chemical properties. Stakeholders agreed that a classification scheme based on similarities in chemical composition was most appropriate since it provides consistency with current chemical-based regulatory frameworks; is consistent with international regulatory and scientific activities; and is sufficiently flexible/broad to be a

good starting point. The US EPA preliminary classes were refined using up-to-date information from both Canada and US Regulatory notifications, expert opinions, and multiple stakeholders.

RCC CLASSIFICATION SCHEME FOR NANOMATERIALS



Carbon nanotubes were separated from inorganic carbon to group nanomaterials with high aspect ratios, which may share similar properties/behavior (e.g., tubes and fibers). The class for organics includes those that exhibit unique properties (e.g., nano-cellulosic materials). Hybrid materials were not captured in the classification scheme. The other classes included inorganic carbon, metal oxides and metalloid oxides, metals/metal salts/metalloids, semi-conductor quantum dots, organics, and other classes.

II. LEVEL OF EFFORT

The approximate number hours needed will be 300

III. WORKPLAN AND WORK ASSIGNMENT MANAGEMENT

The contractor shall submit a workplan that describes tasks, the planned approach, schedule, and estimated direct labor hours by task and labor level, and associated budget. One copy each shall be submitted to the Contracting Officer, Project Officer, and WAM. This can be done electronically. The contractor may request a meeting (via conference call) with the WAM and TPoC to seek clarification or to answer any questions prior to the submission of the above workplan.

Upon approval of the workplan, the contractor shall maintain at least biweekly communication with the WAM regarding the status of the work assignment.

EPA Work Assignment Manager:

Christopher Buckley
Office of Pollution Prevention and Toxics
Chemical Testing Information Branch
EPA East (MC 7405M)
1200 Pennsylvania Ave., N.W.
Washington, DC 20460
buckley.christopher@epa.gov
DC office ph: 202-564-4817

Regarding certain technical details of this Task Order the Contractor may also communicate with the EPA staff listed below:

Technical Point of Contact, New Chemicals Management Branch:

Ken Moss

Office of Pollution Prevention and Toxics

New Chemicals Management Branch

EPA East (MC 7405M)

1200 Pennsylvania Ave., N.W.

Washington, DC 20460

Moss.kenneth@epa.gov

DC office ph: 202-564-9232

Mr. Moss will act as the Technical Point of Contact to assist in coordination of the task activities and as the subject matter expert, in preparation for a deliverable final report.

IV. SCHEDULE

The Period of Performance is from the Date of Issuance through 04/17/2019.

Reporting requirements: In addition to the reporting requirements specified in the contract, the Contractor shall:

- Report by electronic mail (email) and / or verbally (if necessary) to the WAM on a bi-weekly basis the progress of the tasks and resources expended under this Work Assignment. Information on resources used, both dollars and hours, for each month will be communicated via email to the WAM no later than 30 working day after the close of each month.

V. SCOPE OF WORK

The contractor shall review meeting reports and other key references supplied by the WAM that will improve understanding to OECD member countries. These materials include plain language summaries and annotated decision trees describing various p-chem endpoints and appropriate testing and test guidelines, for certain molecular types or forms of nanomaterials.

Task 1: Submit Work Plan, Quality Assurance Project Plan, and Budget; Manage Work Assignment; and Perform Administrative Tasks

This task shall involve the submission of a work plan and budget, and the management of the Work Assignment. Under this task the contractor shall submit a work plan within 15 calendar days of receipt of this Statement of Work. The work plan shall describe the work to be performed, the technical approaches used for the tasks, projected schedules, cost information, a staffing plan, and an outline of key deliverables on a task-by-task basis with expected due dates.

This task will require the preparation of a Quality Assurance Project Plan (QAPP). Under this task the Contractor shall prepare a QAPP within 2 weeks of submission of the work plan. Per EPA QA policy, QAPPs must be reviewed and updated at least on an annual basis, to make sure they are current. The QAPP must be approved by the OPPT QA Manager before contacting stakeholders to ask questions and collect information.

Task 2: Review of past workshop results and other literature

The contractor shall review the following documents, plus other relevant literature supplied with technical directives provided by the WAM on a continuing basis:

OECD Expert Meeting on Physical-Chemical Properties of Manufactured Nanomaterials and Test Guidelines [ENV/JM/MONO(2014)15]

This workshop was held in collaboration with the International Organization for Standardization Technical Committee on Nanotechnologies (ISO/TC 229) and in particular with experts from its Joint Working Group 2 (JWG2), Measurement and Characterization and the Metrology Study Group. The cooperation between OECD and ISO/TC 229 provided an important dimension for the analysis of the physico-chemical properties of manufactured nanomaterials. The workshop addressed specific issues relevant to the physico-chemical properties of manufactured nanomaterials relevant from a regulatory perspective point of view.

OECD Expert Meeting on Physical-Chemical Parameters: Measurements and Methods Relevant for the Regulation of Nanomaterials [ENV/JM/MONO(2016)2]

The aim of the workshop was to build on the OECD Expert Meeting on Physical-Chemical Properties of Manufactured Nanomaterials and Test Guidelines. It further discussed the applicability of existing OECD test guidelines to assess or measure the physico-chemical properties of manufactured nanomaterials; and further identify the need to update current or develop new OECD Test Guidelines and/or OECD Guidance Documents that are relevant for safety and regulatory decision-making.

Evaluation of Methods Applied in the OECD-WPMN Testing Programme 1: Methods for Physico-Chemical Properties [ENVJM/MONO(2016)7]

The Netherlands led an initial detailed evaluation of the applicability of the test methods applied to determine the physico-chemical properties of different types of nanomaterials in the WPMN Sponsorship Testing Programme. The objective of the evaluation was to assess the methods applied for testing the physico-chemical endpoints in the OECD-WPMN testing programme with the aim to assess the applicability of the methods used for the specific nanomaterials as well as their general applicability, and provide recommendations for potential modifications of OECD Test Guidelines as well as the need to develop new OECD Test Guidelines.

Nanotechnologies–Measurement Technique Matrix for the Characterization of Nano-objects – draft ISO (International Organization for Standardization) document ISO/PDTR 18196.2 that examines advantages and limitations of p-chem characterization techniques for concentration, size, size distribution, surface charge, surface area, shape, agglomeration, crystal properties, and chemical composition.

The contractor shall conduct a kick-off meeting within two weeks of the contract award date, and the meeting will be comprised of approximately 5 representatives from EPA, the WAM and the contractor. The contractor shall create summaries of the results of these 3 meetings that are relevant to this Decision Framework, within three months of the contract award date.

The contractor shall notify the WAM of any delays in creating these summary materials. The TPoC, with assistance by the WAM, is responsible for technical direction on the format and content of the materials by the contractor. At no time shall direction be given without the expressed directive from the office of the WAM and the TPoC.

Task 3: Integration of the Framework and Decision Trees into the OECD review process

The contractor must have experience in developing reports for the OECD, especially in the field of nanotechnology and assessment of nanomaterials. This includes experience with related efforts currently ongoing within OECD that are focused on characterizing physical-chemical properties of MNs and their relation to toxicity and others to develop Adverse Outcome Pathways (AOPs) to link key molecular events occurring post-exposure to eventual health impacts and AOP frameworks that have the greatest potential to inform future categorization and risk assessments of MNs and may help to elucidate potential toxicological mechanisms of NMs.

The contractor must have expert knowledge of the TSCA section 5 regulatory approach to nanomaterials and nanomaterial regulatory programs in other OECD jurisdictions. In addition, the contractor should have expert knowledge of the challenges in developing p-chem data for nanomaterials for regulated entities. The contractor should have expert knowledge of standards organizations such as ISO.

The contractor shall support work with the OECD and other countries and industry experts in the development of a physical-chemical decision framework to inform decisions for risk assessment ("Decision Framework" or "Framework"), with decision trees for various groupings or categories, and present it to EPA. The contractor shall address existing European Union (EU) and other regulatory requirements for physical-chemical data, and compare regulatory requirements associated with the use of physical-chemical data. The contractor shall also make a determination of how the Decision Framework can accommodate these regulatory requirements, and how the Framework would apply under various regulatory systems and requirements.

The contractor shall support the development of a Decision Framework to identify the appropriate methods for characterizing physical-chemical endpoints for different manufactured nanomaterials, or types of nanomaterials, for regulatory purposes. This involves working with a separate contractor (SRC) that is currently engaged in a related contract – more technical in nature - on development of this Decision Framework. The contractor shall organize a process for development of the Framework document, prepare discussion drafts, prepare presentations for WPMN meetings for which this is an agenda item, support organizational planning meetings of the US and Netherlands, and organizational and substantive meetings of the US, Netherlands and other interested OECD countries. This includes the development of annotated agendas, meeting documents, and meeting summaries.

The Framework would include decision trees for each physical-chemical endpoint. Each decision tree would identify, based on the specific type of manufactured nanomaterial and the type of assessment, the appropriate method(s) to be used for a physical-chemical endpoint. Each decision tree would also identify the methods that are *not* considered appropriate for specific manufactured nanomaterials for a particular purpose (e.g., for use only in screening or need for use in a more robust risk assessment). Furthermore, the project would further identify/prioritise which test guidelines on p-chem characterisation should be developed or whether existing test guidelines should be modified¹. The prioritisation will be based, in part, on the role of the methods in this framework. Some of the identified methods may be considered suitable for all sorts of nanomaterials, others only limited to some or only one nanomaterial type (e.g. ICP-MS generally only applicable to metals).

The contractor shall present a timeline for converting the technical draft decision framework document (prepared by SRC) into an OECD-ready document, work to integrate the document with OECD policy, and in support of the US. The contractor shall prepare the framework document and supporting materials for review by the OECD countries. The contractor shall set agendas for necessary meetings with the Netherlands and US as well as the broader WPMN. The contractor shall support the US in documenting decisions made during bilateral discussion with the Netherlands and other countries as appropriate in the development of materials to be presented to the WPMN. The maximum hours allotted to this assignment are 300 hours.

The p-chem parameters to be assessed include:

- chemical composition,
- aggregation/agglomeration,
- water solubility/dispersibility,
- crystalline size,
- particle size distribution,
- morphology
- specific surface area,
- crystalline phase,
- surface chemistry,
- photocatalytic activity,
- porosity,
- dustiness,
- zeta potential,
- redox potential, and
- radical formation potential.
- particle number concentration
- magnetic properties

¹ It will take into account previous work such as outcomes from the workshops, in particular the OECD Evaluation of Methods Applied in the OECD-WPMN Testing Programme 1: Methods for Physico-Chemical Properties [ENV/JM/WRPR(2015)72].

The project will support the implementation of the Programme of Work of the OECD WPMN, in particular planned work to be done by the steering groups. For example: regulatory relevance/need for TG/GD on physico-chemical characterisation for nanomaterials² by providing further recommendations on TG/GD prioritised needs in near and longer term.

The contractor shall notify the COR of any delays in completing this report, and the COR will give technical direction on the format and content of the report.

IV. DELIVERABLES: All deliverables shall be submitted to the COR electronically (MS Word and Adobe PDF).

Task 1 The contractor shall inform the COR weekly on progress of the summary materials, including an email or meeting with progression of work reports, including any outstanding issues or completion of goals. The contractor shall present an outline of the draft work within the first 60 days of starting the task assigned, outlining specific goals and flagging any observations or issues that may need resolution. The summaries and initial thoughts on a physical-chemical Decision Framework proposal shall be completed within three months of the start date of the task.

Task 2 The contractor shall inform the COR weekly on progress of establishing a timeline and identifying a process (including agendas and OECD stakeholders) for integration of the draft decision framework document and supporting documents into the OECD review process. The draft report shall be completed within five months of the start date of the task on the work assignment. The final report shall be completed no more than a month after the delivered draft report.

Task 3 The contractor shall inform the COR weekly on progress of the integration and review process in Task 2. The draft report shall undergo one review cycle by the WPMN and be presented at WPMN 18 in November 2018. A final report shall be completed no more than a month after the WPMN meeting.

V. ADDITIONAL INFORMATION

The contractor shall create the outreach materials in “plain English” and the subject matter will not contain Confidential Business Information (CBI).

Contractor personnel shall at all times identify themselves as contractor employees, and shall not present themselves as EPA employees. Furthermore, they shall not represent views of the U.S. Government, EPA, or its employees. In addition, the contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy.

² It could also allow SGTA to review the section on Physical Chemical properties of the "Preliminary Review of OECD Test Guidelines for their Applicability to Manufactured Nanomaterials" that was published in 2009 as [ENV/JM/MONO\(2009\)21](#).

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-16

☐

Other

☐

Amendment Number:

Contract Number

EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

TSCA Meeting Support

Contractor

ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:

☒

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 04/18/2018 To 04/17/2019

Comments:

Initiating Work Assignment for Abt WA 3-16. The Contractor shall submit a workplan within 30 days of receipt of the work assignment.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO

(Max 2)

☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE

Cumulative Approved:

Cost/Fee

LOE

Work Assignment Manager Name Lisa Faeth

Branch/Mail Code:

Phone Number: 202-564-7893

FAX Number:

(Signature)

(Date)

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Jody Gosnell

Branch/Mail Code:

Phone Number: 202-564-4353

FAX Number:

(Signature)

(Date)

WORK ASSIGNMENT

Title: TSCA Public Meeting Support

Contract No.: EP-W-16-009

Work Assignment Number: 3-16

Period of Performance: 4/18/2017-4/17/2018

Estimated Level of Effort: 225 hours/meeting

Project Officer: Cynthia Bowie, bowie.cynthia@epa.gov, 202-564-7726

Work Assignment Manager (WAM): Lisa Faeth, faeth.lisa@epa.gov, 202-564-8191

Alternate Work Assignment Manager (Alt WAM):

Background and Purpose:

EPA's Office of Pollution Prevention and Toxics (OPPT) implements the Toxic Substances Control Act (TSCA), the Pollution Prevention Act (PPA), and other laws. As part of the implementation of TSCA as amended by the Frank R. Lautenberg Chemical Safety for the 21st Century Act, EPA periodically holds public meetings and webinars. The purpose of this work assignment is for the contractor to provide support for TSCA public meetings, webinars, and web and other communications. Please visit the following website for a description of past EPA meetings and webinars: <https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/meetings-and-webinars-amended-toxic-substances-control>

Tasks and Deliverables:

Section 508 compliance requirements. All deliverables shall be in compliance with Section 508, Accessibility Standards of the Rehabilitation Act, of 1973 and Amendments of 1998. When preparing deliverables, the contractor shall refer to the most recent version of the 508 Standards at: <http://www.access-board.gov/sec508/guide/>.

Task 1 - Prepare Workplan

The contractor shall prepare a work plan which outlines, describes and includes the technical approach, resources, timeline and due dates for deliverables. The work plan should include a detailed cost estimate by task and a staffing plan.

Task 2 – Meeting Support [Contract SOW, Task 2]

The contractor shall provide general meeting support for the development and conduct of TSCA public meetings, including meeting organization; room location, reservation, and rental; registration (e.g., creating an Eventbrite site and sending periodic registration updates to EPA, and includes registration of individuals who would like to speak at the meeting); webinar support; on-site meeting support (e.g., staffing a registration table, running webinar, providing placards and other materials, moderation or

facilitation, note taking, meeting recording, and tracking registrants who will speak/provide comments at the meeting); and post-meeting support (including transcripts and meeting summaries). This support may also include the need to pull and summarize comments related to the meetings from the docket.

The contractor shall provide general support for the development and conduct of webinars, and web and other communications.

When attending meetings, contractor employees shall wear name tags identifying their names and the companies they represent, and orally identify themselves and their companies before meetings begin.

For purposes of the work plan, the contractor shall assume providing full meeting support, described above, for one public meeting of 1-2 days per meeting.

Work will be initiated by the WAM via written technical direction. The technical direction will include the specific meeting support needed. Deliverables and schedule under Task 2

In addition to the specific tasks summarized in Table 1, other deliverables and schedule in support of this task will be provided by the WAM in written technical direction.

Table 1: SCHEDULE FOR DELIVERABLES:

The contractor shall provide the following specific deliverables to the EPA WAM:

	DELIVERABLE	FORM AND QUANTITY	SCHEDULE
TSCA public meeting support			
Task 2:	<ul style="list-style-type: none"> • Locate, reserve, and rent room • Assist with meeting registration • Summarize and document proceedings (i.e., note-taking), • Track registrants who will speak (provide comments) at the meetings • Provide webinar support • Provide on-site meeting support (i.e., staff registration table, provide placards, • Post-meeting support (i.e., provide transcript and summary, pull and summarize comments from docket) • Provide support for web and other communications 	As directed by WAM	As directed by WAM

Implementation Support for Toxics Release Inventory
Order Number: EP-W-16-009; Work Assignment: 3-17

Title: Technical Support for Regulatory Development Branch

Period of Performance: April 18, 2018 to April 17, 2019

BACKGROUND

Each year regulated facilities under the Toxics Release Inventory (TRI) must submit annual reports on their toxic chemical releases and other waste management activities to EPA and the states. Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) requires EPA to respond to petitions for modifications to the covered chemical list within 180 days. In addition to this statutory requirement, the TRI Program pursues rulemaking and guidance activities to improve the regulatory clarity for reporting facilities and to ensure the list of covered chemicals and industrial sectors achieve the goals of EPCRA and the Pollution Prevention Act of 1990.

The TRI Program's guidance-related work includes responding to inquiries and comments from reporting entities and the public, improving current guidance documents by clarifying language and updating information as needed, and improving access to the guidance documents provided online. Additionally, the TRI program has implemented a database structure ("GuideME") suited for guidance on TRI reporting and regulations. GuideME users can search TRI guidance documents for chemicals and industries, Questions & Answers, and annual Reporting Forms and Instructions (RFI) documents.

PURPOSE

The purpose of this work assignment is to obtain contractor support for ongoing technical support for the development of GuideME and applications associated with this database.

SCOPE OF WORK

Task 1: Prepare Work Plan and Provide Monthly Progress Reports

The contractor shall prepare a work plan within 15 calendar days of receipt of this Technical Directive. The work plan shall outline and describe the technical approach, resources (cost estimates and staffing), and a schedule for submitting deliverables to EPA. If necessary, the contractor shall revise the work plan within 5 calendar days of receipt.

The contractor shall also prepare monthly progress reports and include reporting on the status of quality assurance and quality control activities.

Task 2: Prepare a Quality Assurance Project Plan

The contractor shall submit a Quality Assurance Project Plan (QAPP) in accordance with the Agency requirements for QAPP (QA/R-5). Detailed information may be found at www.epa.gov/quality. The contractor shall update the QAPP as needed. For QAPP revisions, the contractor shall provide a list summarizing changes from the prior approved QAPP.

The QAPP documents the planning, implementation, and assessment procedures for a particular project, as well as any specific quality assurance and quality control activities. It integrates all the technical and quality aspects of the project in order to provide a "blueprint" for obtaining the type and quality of environmental data and information needed for a specific decision or use. The contractor shall implement a quality system that meets ANSI standard E4-2014 and prepare a QAPP following OPPT/EPA guideline. No work on the conduct of environmental data operations can begin until EPA approval of the QAPP is obtained.

All work performed or funded by EPA that involves the acquisition of environmental data must have an approved Quality Assurance Project Plan. Details for developing a QAPP can be found at:

<https://www.epa.gov/sites/production/files/2015-06/documents/g5-final.pdf>. The contractor shall be responsible for the development and revisions to the QAPP.

Task 3: Continue Development and Support of GuideME Database and Interface

In reference to the Contract Statement of Work, this task falls under Section 3.3 (“Information Tools”).

The contractor shall continue to update the searchable guidance database so that it can feed multiple tools including systems like ECSS and TRI-MEweb, which should also be able to access data stored in this database. This access may take the form of a RESTful Web Service or through a static output (e.g., csv). EPA will work with the contractor to explore options and continue to develop the database and interfaces via EPA oversight.

The contractor shall continue review the current data landscape as directed by EPA to ensure that all relevant guidance is incorporated into the searchable database. Specific tasks may include, but are not limited to:

- As appropriate, flag and/or comment on data that are inaccurate, confusing, out-of-date, or otherwise need review.
- Track correspondence that has been resolved, or the thread of correspondence.
- Summarize correspondence for subjects/short search terms.

GuideME contains data that already exists in digital, database styled formats. EPA will remove outdated guidance, add new guidance, and clarify existing guidance. In addition to helping the EPA review guidance, the contractor shall work with the EPA to design the database and interface to support efforts to update the content of guidance. Such support could include, but is not limited to, incorporating review processes into the interface and enabling the tracking of and commenting on proposed changes/additions/deletions to guidance.

The contractor shall continue to assist EPA with the design, implementation, and updating of new GuideME applications and tools. This may include, but is not limited to:

- The continued development of an internal guidance correspondence tracking application for EPA staff.
- Streamlining the current database configuration of the public-facing and EPA-only views of GuideME by updating to one ownership schema with two separate access schemas for both applications.
- Updating a former application designed as a searchable, clickable TRI reporting form, and integrating an updated version into GuideME.

Upon request, the contractor shall provide any additional support related to this project.

DELIVERABLE SCHEDULE

TASKS	ASSIGNMENTS	DUE DATE
1a.	Prepare work plan	15 calendars day of receipt
1b.	Revised work plan, if needed	5 calendar days of receipt, if needed
1c.	Provide monthly QA/QC progress reports	End of each month
2.	Quality Assurance Project Plan	15 calendar days of receipt
3.	Continued Development and Support of GuideME	Ongoing and as needed, per direction of COR WAM

POINT OF CONTACT

Stephanie Griffin, TD-COR
TRI Regulatory Development Branch

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EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

3-17

☐ Other ☐ Amendment Number:Contract Number
EP-W-16-009

Contract Period 04/18/2016 To 04/17/2019

Title of Work Assignment/SF Site Name

Base Option Period Number 3

Implementation Support for Tox

Contractor
ABT ASSOCIATES INC.

Specify Section and paragraph of Contract SOW

Purpose:



Work Assignment



Work Assignment Close-Out



Work Assignment Amendment



Incremental Funding



Work Plan Approval

Period of Performance

From 04/18/2016 To 04/17/2019

Comments:

Initiating a work assignment on the Implementation Support for Toxics Release Inventory. The Contractor shall provide a workplan within 30 days of receipt the work assignment.



Superfund

Accounting and Appropriations Data



Non-Superfund

SFO
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

04/18/2016 To 04/17/2019

Cost/Fee:

LOE: 0

This Action:

0

Total:

0

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee

LOE:

Cumulative Approved:

Cost/Fee

LOE:

Work Assignment Manager Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

(Signature)

(Date)

FAX Number:

Project Officer Name Cynthia Bowie

Branch/Mail Code:

Phone Number: 202-564-7726

(Signature)

(Date)

FAX Number:

Other Agency Official Name

Branch/Mail Code:

Phone Number:

(Signature)

(Date)

FAX Number:

Contracting Official Name Genine McElroy

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